

Instructions to the MS Excel Specialist

1. Using Microsoft Excel, create a new blank workbook.
2. Save the document as **Project E-8 Dessert Takeout Menu** in the "Excel Projects" folder within the "Lettuce-Do-Lunch Projects" folder.
3. Key the data into the spreadsheet as it appears in **Spreadsheet E-8**. Unless otherwise noted, the font should be set to **Arial 10 point**.
4. Format the width of column A to 6.
5. Format the width of column B to 52.
6. Format the width of columns C, D, and E to 10.
7. Format column B as follows:
 - a. Format the Vertical Text alignment to the top.
 - b. Format the Text control to wrap text.
8. Merge cells A1 – E1.
9. Format row 1 to 20 point bold and center-aligned.
10. Merge cells A3 – E3.
11. Format row 3 to 16 point bold and center-aligned.
12. Format row 6 as bold and italic.
13. Right-align cells D6 and E6.
14. In rows 8, 11, 14, 17, 20, 23, 26, and 29, format each row to bold and the height to 21.
15. In rows 9, 12, 15, 18, 21, 24, 27, and 30, format the height to 39.
16. Format cells B9, B12, B15, B18, B21, B24, B27, and B30 as italic.
17. Select columns D and E and format as currency using the dollar sign symbol.
18. Enter a formula in cell E8 to compute the price for one dozen chocolate chip cookies at a 50% discount.
*Hint: In cell E8, key =D8*12*0.5.*
19. Copy the formula in cell E8 and paste it in cells E11, E14, and E17.
20. Display formulas in your spreadsheet by using <CTRL>+` to check for accuracy.
21. Carefully proofread your work for accuracy.
22. Resave the file.
23. Set the Print Area to include all cells containing data in the spreadsheet.
24. Use Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
25. Print a copy of the spreadsheet if required by your instructor.

	A	B	C	D	E
1	Lettuce-Do-Lunch				
2					
3	Dessert Takeout Menu				
4					
5					
6		This month, cookies are 50% off by the dozen		One	Dozen
7					
8		Chocolate Chip Cookie		1.75	<formula>
9		Basic and classic chocolate chip cookie served warm.			
10					
11		Peanut Butter Cookie		1.75	<formula>
12		Made with crunchy peanut butter and served warm.			
13					
14		White Chocolate Chip Macadamia Nut Cookie		1.75	<formula>
15		Made with generous chunks of macadamia nuts from Hawaii.			
16					
17		Sugar Cookie		1.75	<formula>
18		Shortbread-like cookie with delicate hint of almond.			
19					
20		Chocolate Cake		3.99	
21		Drizzled with warm chocolate sauce and topped with pecans.			
22					
23		Brownie		1.99	
24		Topped with homemade chocolate icing, this is a chewy, chocolate lover's delight!			
25					
26		Carrot Cake		2.99	
27		Made with freshly grated, locally grown carrots and cream cheese icing.			
28					
29		Cheesecake		3.99	
30		A traditional New York cheesecake with a scrumptious strawberry glaze.			