

Enter Labels and Values, Format the Worksheet, Enter Simple Calculations, Save, and Print

Directions: *Create the worksheet as follows:*

1. Start your spreadsheet program.
2. Create a new spreadsheet file.
3. Enter the labels and values in the exact cell locations shown in the illustration.

	A	B	C	D	E
1	Melrose Landscaping				
2	Third Quarter Budget				
3		July	August	September	
4	Revenue				
5	Sales	2100	2500	2000	
6	Consulting	500	1500	1000	
7	Total Income				
8					
9	Expenses				
10	Travel	200	175	385	
11	Rent	750	750	750	
12	Advertising	75	100	425	
13	Utilities	125	185	150	
14	Total Expenses				

4. Adjust column widths as necessary.
5. Use the merge cells feature to center and merge the data on rows one and two.
6. Format the cells in row three to a 45 degree orientation.
7. Select B7:D7 and B14:D14.
8. Format as currency and two decimal places.
9. Select the data in rows 1- 4, 7, 9, and 14; bold the data.
10. Select the data in A5:A6 and A10:A13; right align the data.
11. Enter a simple formula in B7:D7 to calculate Total Income.
12. Enter a simple formula in B14:D14 to calculate Total Expenses.
13. Type your name after the last line of the data.
14. Save the file in landscape orientation as **Activity F601-05**.
15. Print the worksheet with gridlines and column/row headings in landscape orientation.
16. Close and exit the spreadsheet software.

Spreadsheets

Use spreadsheet software with alternative input devices.