

# Excel Project

- 1.) Open Microsoft Excel
- 2.) Type the words "My Earnings" in cell A1.
- 3.) Copy the rest of the *unformatted* spreadsheet text and numbers (see below)

## My Earnings

Job	July	August	September	October	November	December	January	Totals
Mowing	35	30	25	15	5	0	0	
Lawn								
Trash	15	20	20	25	35	35	35	
Groceries	25	25	30	30	40	35	45	
Shoveling	0	0	0	0	0	4	15	
Snow								
Totals								

- 4.) Highlight cell A1, **bold** it, and change the font size to 36.
- 5.) Highlight cell A1 through I1 and click the "Merge and Center" button. Click the "Fill Color" pull down button and change the color to Yellow.
- 6.) Click and highlight Column A. Click "Format" on the main menu, then "Column", then "Width". Change the width to 15.
- 7.) Click and highlight Column B through I. Click "Format" on the main menu, then "Column", then "Width". Change the width to 13.
- 8.) Click and highlight A2 through I2, change font size to 12 and **bold** it. While A2:I2 is still highlighted, select the pull down arrow "Borders" button on the format toolbar and choose the double underline border.
- 9.) Click on cell A7 and **bold** it.
- 10.) Click and Highlight B3 through I7. Click auto sum. (Sigma/funky E).
- 11.) Click and highlight the entire spreadsheet. Click on the "Chart Wizard" button and choose any 3-D Column graph from the selections.
- 12.) Click somewhere in the white area of the chart and drag it below the Spreadsheet. SAVE YOUR WORK AS "My Earnings"
- 13.) You may wish to change fonts, colors and borders to make your project look nicer. See the back of this sheet for an example of a completed project.
- 14.) Good Job! Thanks for following directions and listening!