

My Annual Earnings

1. Open Microsoft Excel 2010
2. Type the words "My Annual Earnings" in cell A1.
3. Copy the rest of the *unformatted* spreadsheet text (spell out the months) and numbers (see below)

My Annual Earnings

Jobs	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Totals
Shovel													
<u>Snow</u>	12	28									5	18	
<u>Trash</u>	20	20	15	15	15	15	20	15	15	20	20	15	
Mow													
<u>Lawns</u>			15	30	45	45	50	35	20				
Rake													
<u>Leaves</u>									35	25	30		
<u>Total</u>													

4. Highlight cell A1, **bold** it, and change the font size to 36.
5. Highlight cell A1 through N1 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. Right click and choose "Column Width." Change the width to 16.
7. Click and highlight Column B through M. Right click and choose "Column Width." Change the width to 11.
8. Click and highlight A2 through N2, change font size to 12 and **bold** it. The font style should be Centaur. While A2:N2 is still highlighted select the pull down arrow "Borders" button on the format toolbar and choose "bottom double border."
9. Highlight cells B2-N6. Click on the AutoSum button. It will add up all of the numbers for each row.
10. Click on cells N3-N6 and **bold** it.
11. Highlight cells B2-N7. Click on the AutoSum button. It will add up all of the numbers for each column.

12. Click on cells B7-N7 and **bold** it.
13. Click and highlight A2-M6. Click on Insert and Column or Bar Graph and choose any 3-D Column graph from the selections.
14. Click somewhere in the white area of the chart and drag it below the spreadsheet. **SAVE YOUR WORK AS "Your Name My Annual Earnings."**
15. You may wish to change colors and borders to make your project look nicer. See the back of this sheet for an example of a completed project.
16. Good Job! Thanks for following directions and listening!