EXCEL: CHAPTER 1 EXERCISE 3

**This Chapter coves the first tab on the Excel Menu Bar called, File, or Backstage View. All work in these directions will ONLY apply to the first tab.**

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| **Your boss asks you to put together this workbook for a potential client. The client is interested in how well you can format a document. As you complete each step, copy the checkmark in Column 1 to show you have completed the step.** | |
| **🗹** | 1. Download Exercise 3 from the Website to your **Chapter 1 folder** on your **flash drive**. Inside your Chapter 1 folder, save it under the **Completed** folder.”. |
|  | 1. Open up your **Ex. 3 instructions.** Open Excel and search for the “**Blue Produce Price List1” template**. Create the template. Save the template as *Chapter 1 Exercise 3 Completed* in your Chapter 1 Excel Completed folder. |
|  | 1. Snap in place the **Word** **Ex. 3 Instructions** on the left side (or right). Then select your Exercise 3 Template. If you have done it correctly, then should be side-by-side and you should be able to move back and forth between documents without either disappearing |
|  | 1. On the **template**, make the following changes:    1. Change the *Company Name* to “Fisher’s Products”.    2. Change the *Company address* to “555 S. Main Street.”    3. Change the *Company phone number* to “815-555-555”. |
|  | 1. Change the **AutoSave options** so that the Excel saves the workbook every **5 minutes.** |
|  | 1. Make yourself the **author** *of the workbook*. |
|  | 1. Go to **Proofing** and deselect the option, “**Ignore words with Numbers**”. |
|  | 1. **Disable** the **Auto Recovery** from this workbook. **HINT**: Look under options. |
|  | 1. Using the **backstage view**, make the *following changes in one setting*:    1. **Orientation**: Landscape    2. **Paper Size**: A4    3. **Turn on the Gridlines and Row and Columns** headings for the sheet. |
|  | 1. Make an **AutoCorrect exception** that will **replace Price List with PriceList**. |
|  | 1. Add the following **property tags**: product, price. List. |
|  | 1. **Save** your Excel document. **Exit** *out of this Excel* document. Show me your work when you have finished. |