EXCEL: CHAPTER 1 EXERCISE 5

**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 5 Instructions and Exercise 5 from the Website to your **Chapter 1 folder** on your **flash drive**.
 |
|  | 1. Open up your **Ex. 5 instructions.** Open up your **Chapter 5 exercise**. Save and rename your Chapter 5 Exercise as *Chapter 1 Exercise 5 Completed* in your Chapter 1 Excel Completed folder.
 |
|  | 1. Snap in place the **Word** **Ex. 5 Instructions** on the left side (or right). Then select your Exercise 5. 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. **Disable** *your background error checking*.
 |
|  | 1. Change your **proofing** so that it *ignores words in uppercase.*
 |
|  | 1. Add a **subject** called, "Fundraiser" to the worksheet **properties**.
 |
|  | 1. Change the **default****printing**so that the worksheet *prints on both sides, long edge*.
 |
|  | 1. Using the **Backstage** **View**, insert a **footer** that contains the following:
2. *Left column*: Your first and last name
3. *Middle column*: sheet name
4. *Right column*: Fundraiser image (CC)--use any image you like.
 |
|  | 1. **Remove all issues**in the document **except** *for the* **Header** *and* **Footers**. To make sure you did this step correctly, after you inspect the workbook, preview your document. Your header should still be displayed in your worksheet.
 |
|  | 1. **Enable** the **live** **preview**.
 |
|  | 1. **Mark** this document as **final**. Then show me your completed workbook.
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