EXCEL: CHAPTER 2 EXERCISE 5

**This Chapter coves the second tab on the Excel Menu Bar called, Home View. All work in these directions will cover Chapter 1 & 2.**

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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 spreadsheet. As you complete each step, copy the checkmark in Column 1 to show you have completed the step.** |
| **🗹** | 1. Open up your **Ex. 5 Word instructions.** Open up Chapter 2: Exercise 5. **Snap** in place the **Word** **Ex. 5. Instructions** on the left side (or right). Then select your Chapter 2 Excel 5 exercise. If you have done it correctly, then the two documents should be side-by-side and you should be able to move back and forth between documents without either disappearing
 |
|  | 1. In the **Flavor** **Cost** worksheet, use the **Format** **Painter** tool to **copy** the **formatting** in **A27** to **row 1**. Use the **Format** **Painter** tool to **copy** the **formatting** in **A28** to row **A2**.
 |
|  | 1. Change the **Markup** **Column** to **percent** in the **Flavor** **Cost** Worksheet & the **Price** **Column** to **currency** in the **Flavor** **Cost** Worksheet.
 |
|  | 1. In the **Summary** worksheet, create a **formula** that finds the **SUM** of the quarter totals for **2018** and **2019** sales. To do this, place your cursor in B3 of the Summary worksheet. Select "**AutoSum**" and then go to 2018 sales worksheet and place your cursor in B3. Hold down the Shift key and click on the 2019 Sales worksheet tab. Let up on the Shift key and hit Enter. Copy the formula to cells C3:E3. Then copy the formulas down cols. B:E.
 |
|  | 1. Copy the formatting in **A1** in the **2018 Sales worksheet** to **A1** in the **2019** **Sales** worksheet by using the **Paste** feature, "**Keep Source Formatting**".
 |
|  | 1. Copy the formatting in **A2:A26** in the **2018** **Sales** worksheet to **A2:A26** in the **2019** **Sales** worksheet using the **Paste** feature, "**Keep Source Formatting**."
 |
|  | 1. Add a **different** **tab** **color** on **each** of the worksheets.
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|  | 1. In the **2019** Sales worksheet, using the **AutoSum** feature, **calculate** the sum for each of the ice creams listed in **Col. F**. Use the **fill down series** to copy the formula.
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|  | 1. Show me your work when you have finished.
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