EXCEL: CHAPTER 5 EXERCISE 7

**This Chapter coves the fifth tab on the Excel Menu Bar called, Formulas. All work in these directions will cover Chapter 1. 2, 3, 4 and 5.**

|  |
| --- |
| **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. Create a **Chapter 5 folder** on your **flash drive**. Inside your Chapter 5 folder, create a folder name called, “**Original Exercises**”. Alongside your Original Exercises folder, create a folder called, “**Completed Exercises**.”
 |
|  | 1. Open up your **Ex. 7 Word instructions.** Open up Chapter 5: Exercise 7. **Snap** in place the **Word** **Ex. 7 Instructions** on the left side (or right). Then select your Chapter 5 Excel 7 exercise. 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. In the **Expense worksheet**, complete the following:
	1. In cell B21, enter the text Graphics in the row, and in cell B34 name the row Food.
	2. Change Column B to have a font size of 8.
	3. In cell F2 with the contents Budget Document, create a Hyperlink that creates a new document called TomoCon Budget and Edit the new document later.
	4. In cell F54, create a formula that gets the AVERAGE of each Event item cost using the data in the Actual column heading in column D. Exclude the total rows.
 |
|  | 1. In the **Profit -Loss worksheet**, complete the following:
	1. In cell D8, use the IF function to show Close if the SUM of C9:D9 is greater than 22500 and Not Close if it is less than 22500.
	2. Add the Accent 1 heading style to row 2.
	3. Name cell C5 EstIncome and C6 EstExpenses. In cell C9 use a formula that subtracts EstExpenses from EstIncome.
	4. Change the image size height to 1".
	5. Change the chart under Profit vs. Loss to select the data from cells B4:D6.
 |
|  | 1. In the **Income worksheet**, complete the following:
	1. Use the Fill tool to move the SUM formula in G34 to H34.
 |
|  | 1. **Save your exercise**. Show me your work when you have finished.
 |