EXCEL: CHAPTER 5 EXERCISE 8

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

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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. 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**.”
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|  | 1. Open up your **Ex. 8 Word instructions.** Open up Chapter 5: Exercise 8. **Snap** in place the **Word** **Ex. 8 Instructions** on the left side (or right). Then select your Chapter 5 Excel 8 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. Write a ***formula*** that will determine the ***due*** ***date*** for each of the accounts in the table.
2. Add a ***table*** ***style*** to cells A4:E8. Use the ***White***, ***table*** ***style*** ***light*** ***11***.
3. Set cells A1:E8 so that it is a ***printable*** area.
4. ***Right*** ***align*** the text in A1 and place it on ***two*** ***lines*** with the same cell. **HINT**: Use the ***Alt*** + ***Enter*** key to place the image on two lines in the same cell.
	1. ***Expand*** the ***height*** of cell A1 to 78.00.
	2. Search for an image that fits the ***theme*** of the worksheet.
	3. ***Reduce*** the ***size*** of the image so that it fits in ***A1*** to the left of the title.
	4. Add a ***washout*** ***color*** to the image.
	5. Add an ***18pt*** ***glow*** ***gray*** ***effect*** to the image.
	6. Add the ***Alt*** ***text***, "Washout Photography Image" as the ***title***.
5. Using the ***Page* *Layout* tab**, change the ***page*** ***orientation*** to *Landscape*.
6. ***Check*** the ***document*** for ***issues***. Remove all issues.
7. ***Rename*** the ***tab*** of this ***worksheet*** to "Real Photography". Add a ***color*** ***tab*** of your choosing and delete any ***Sheets*** that have ***no*** ***data***.
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|  | 1. **Save your exercise**. Show me your work when you have finished.
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