Chapter 8 Exercise 5 Instructions

**This Chapter covers the eighth tab on the Excel Menu Bar called, Page Layout View. All work in these directions will cover Chapter 1 - 8.**

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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 object in Column 1 to show you have completed the step.** | |
| ✌ | 1. Open up your **Ex. 5 instructions** and your **Ex. 5 Exercise**. **Minimize** **both** documents and then **snap Ex. 5 instructions** to the **left** and **snap** **Ex. 5 exercise** to the **right**. You should now have two documents side by side. |
|  | 1. **Save** the **Ex. 5 document** to your *Chapter 8 Completed folder* and **rename** it, “*Chapter 8 Exercise 5 Completed*”. |
|  | 1. Rename Sheet1. The new name should be “*Accounts*”. Add a color of your choosing to the tab. |
|  | 1. Using the **DATE** **function**, record **today's** **date** in **C5**. Then use the **fill** **handle** to **copy** the date **down**. |
|  | 1. In **E5**, **create** a **macro** that will determine the **due** **date**. Name the macro, *DueDate*. **Copy** the formula down **col. E**. |
|  | 1. **Delete** the **macro** in **Col. E**. In Col. E, **run** the **macro** again to make sure it is functional. |
|  | 1. **Save** the workbook as an **Excel Macro-Enabled Workbook**. |
|  | 1. **Customize** the **view** so that the **zoon** is **125%**. Name the view, *Zoom125*. Use the **Zoom** to **Selection** to make sure your **customized** view is **functional**. |
|  | 1. **Freeze** the rows so that when you scroll down, the **first four rows** do not disappear. |
|  | 1. **Save** both documents. Close out of the instructions and then show your teacher your work. |