


# Computer Technology

## Spreadsheet Final – Nuts and Bolts Hardware

This is the practical part of the spreadsheet final. The instructions will not be as detailed requiring you to rely on what you have learned in this unit. Remember to SAVE often.

1. Open the Spreadsheet Final – Nuts and Bolts file and save it in your Documents folder as: **Lastname, Firstname – Spreadsheet Final - Nuts and Bolts**
2. Merge the title across to column I; merge the subtitle across to column I. Use the proper function to find the Expense Totals for each quarter.
3. Format the title in A1 as Times New Roman, 18 point, Bold.
4. Format the subtitle in A2 as Bold Italic.
5. Find the Totals in column F, Average in column G, Maximum in column H, and Minimum in column I. Copy the formula down for each row through 10.
6. Get the expense totals for **each quarter only** in row 11.
7. Format all your numbers in the table as Currency.
8. Bold your labels in row 4; center align all labels in row 4 except Expense
9. Bold the label and numbers in row 11.
10. Add All Borders to the cell range A4:I11. Add a Thick Bottom border to cells A4:I4; add a Bottom Double border to cells A10:I10.
11. Adjust all columns to autofit content, if necessary to show your labels and numbers correctly and save. *(To autofit, go to Page Layout, and click on the  arrow in the scale to fit section. Click on the “Fit to” button.*
12. Create a 2-D column chart that displays the **expense items** for all four quarters. Use Chart Layout 3 and Chart Style 26; position the chart with the upper left corner in cell A13 and the bottom right corner in cell I32; make your chart title Quarterly Expenses – 2015.
13. Create a 3D Pie chart (**not exploding**) using the cell range A5-A10 (hold down the CTRL key) and F5-F10. Use Chart Layout 1. Position and resize your chart so the upper left corner is in cell A34 and the bottom right corner is in cell I52. Make the chart title: Expense Analysis.
14. **Add a header** with your Name in the Left section, Date in the Right section, and File name in the middle section.
15. Preview your worksheet and make sure that it will Print to 1 Page.
16. Save to the N (data): Drive