Getting Started

1. **Open** the spreadsheet application and **open** the file called **assignment.xlsx**
2. **Change** the Excel **User name** to **your name** (**ex. John**)
3. Where should you click to **collapse** the **ribbon**?
4. Where should you click to **Help function** (**Tell me**)**?**

Cells

1. On the **Student Attendance** worksheet,
   1.1. **Enter** the number **57270** in cell **B4**
   1.2. **Delete** the content in cell **D4**, **enter** the word to **your name** (**ex. John**) in cell **D4**
   1.3. **Move** the content in cell **B8** to cell **W4**. If a question is shown, click **OK**
2. On the **Fill Handle** worksheet**,** use the **autofill tool**(fill handle) to finish the incomplete list in cell
   2.1. **B6**:**B12**
   2.2. **C6**:**C17**
   2.3. **D6**:**D17**
3. On the **Analyze data** worksheet, **Sort** the cell range **B6**:**E20 by Industry** in **Ascending order**(smallest to largest)

Workbooks & Worksheet

1. Insert a **new blank** worksheet**, rename** worksheet to **your name** (**ex. John**)
2. Move the **your name** worksheet to the left of the **Student Attendance** worksheet.
3. Save this workbook To **C**:/, **rename** the file name to **your name** (**ex. John**)

Formatting

1. On the **Student Attendance** worksheet
   1.1. **insert** a new **row** between the row **2** and **3**
   1.2. **Zoom** the worksheet to **100%**
2. On the **Analyze data** worksheet,
   2.1. **Merge and center** the cell range **B2**:**E2**
   2.2. **Change the width** value of Column **B** to **30**
   2.3. **Apply** a **currency format** to cells **D6**:**E20**.
   2.4. **Copy only the formatting** from cell **B5** and **apply** it to cell **range B6**:**C20**

Formulas & Function

1. On the **Formula & Function** worksheet
   1.1. Enter a **formula** in cell **E6**, using the multiplication sign, that multiplies cell **C6** by cell **D6**
   1.2. Copy the **formula** in cell **E6** to the cell range **E7**:**E18**
   1.3. Enter a **function** for **Total Cost** in **I7** of cell range **E6**:**E18**
   1.4. Enter a **function** for **Max Cost** in **I8** of cell range **E6**:**E18**
   1.5. Enter a **function** for **Min Cost** in **I9** of cell range **E6**:**E18**
   1.6. Enter a **function** for **Average Price Per Unit** in **J10** of cell range **D6**:**D18**
   1.7. Enter a **function** in cell **I11** that display "**Credit**" if the number in **I7** is **Greater than or equal to 500**, and otherwise displays "**Debit**" (IF function)

Chart

1. On the **Chart** worksheet,
   1.1. Create a **2-D Clustered Bar Chart** using cell range **B4**:**D19**
   1.2. Change the **width** of the chart to **25 cm**. and **Height** of the chart to **20 cm**.
   1.3. Change the **chart title** to "**Company**"
   1.4. **Move** the chart to **new sheet** and **rename** worksheet To "**Company chart**"

Printing

1. On the **Printing** worksheet,
   1.1. Change the **left and right** margin to **1.0 cm**.
   1.2. Insert a **Page Number field** in the **center** of the worksheet's **footer**
   1.3. Apply the appropriate setting so **row 4** will be shown on top of **all pages when printed** (but do not print)
   1.4. Apply the appropriate setting to fit the worksheet on **one page width** and **Automatic pages height** when printed (but do not print)