**MS Excel 2013 Lab Five**

**Items covered in this Lab**

* Loan Payment Calculator
* Insert =NOW()
* Insert Headers and Footers
* Use Drop Down List
* Use the PMT Function
* Create Basic Formulas
* Lock and Unlock Cells
* Protect Spreadsheet
* Print View
* Preview Page Break
* Auto-Fit Page Contents

**Instructions**

1. Open **ExcelLabFiveStartingFile.xlsx**
2. Save the Workbook as **ExcelLabFive.xlsx** in Document > MSExcelLabs folder
3. Enter your "**First name and Last name**" in the middle of the **Header section**
4. Insert a **Page Footer** “**Loan Service**” – “**Confidential**” – “**Page 1**”
5. Insert today’s Date in cell C6 using the **=now()** function
6. Change the format in Cell C6 to **dd-mmm-yy**
7. Select **Student Loan** from the list in cell **C8**
8. Type **30000** in cell **E6**
9. Type **1000** in cell **E7**
10. Type **=E6-E7** in cell **E8**
11. Select **10%** from the list in cell **C10**
12. The Loan Period is **10** Years
13. Type **=PMT(C10/12,E10\*12,-E8)** in cell **C11**
14. Type **=(E10\*12\*C11)-E8** in cell **E11**
15. Type **=(E10\*12\*C11)+E7** in cell **C13**
16. Confirm that all sheet’s contents are in **one page**
17. Unlock the following cells **C6,C7,C8, E6,E7**
18. Make sure that **C11,C13,E8,E11** are Locked
19. **Protect** the Sheet with this password: **123456**
20. Press **Ctrl + ~** then press **Ctrl + ~** again
21. Save and upload **ExcelLabFive.xlsx** via Blackboard

*Here is a Sample Solution*

