# **SK16\_XL\_CH02\_GRADER\_SA1\_HW - Debt 1.4**

## **Project Description:**

In this project, you will format numbers and create formulas using absolute cell references. You will insert statistical functions. You will also create and format charts, and add WordArt to a worksheet.

## **Steps to Perform:**

| **Step** | **Instructions** | **Points Possible** |
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| 1 | Start Excel 2016. Download and open the file *skills\_exl02\_grader\_h2.xlsx* Save the file as**Last\_First\_skills\_exl02\_grader\_h2.xlsx***.* | 0 |
| 2 | Add the file name field to the worksheet’s left footer and the sheet name field to the right footer. Return to Normal view. | 5 |
| 3 | Select the range A2:I2 and apply the Wrap Text and Middle Align alignments. | 3 |
| 4 | AutoFit the column widths of columns B:I. | 0 |
| 5 | In the range B8:H8, insert the column totals. In the ranges B3:H3 and B8:H8, display no decimals. Format the range B8:H8 with the Total cell style. | 10 |
| 6 | In cell I3, enter a formula that calculates the First Half Percent of Total Debt for General Bonds. In the formula, refer to H8 as an absolute cell reference. | 5 |
| 7 | Format cell I3 with the Percent Style, and display one decimal place. AutoFill the formula in cell I3 down through cell I7. | 6 |
| 8 | In the range B10:G10, use a function to calculate the highest monthly debt for each month. | 7 |
| 9 | In the range B11:G11, use a function to calculate the lowest monthly debt for each month. | 7 |
| 10 | In the range B12:G12, use a function to calculate the average monthly debt for each month. | 7 |
| 11 | Insert a 2-D Pie chart based on the nonadjacent ranges A2:A7 and H2:H7. Move the chart to a new chart sheet named **Debt Chart**. | 11 |
| 12 | Apply Chart Layout 6 to the Pie chart. Apply the Style 3 chart style. Change the data label Font Size to 12. Add the file name field in the chart sheet’s left footer and the sheet name field in the right footer. | 12 |
| 13 | On Debt worksheet, insert a Clustered Column chart based on the range A2:G7. Move and resize the column chart so that it displays in approximately the range A14:I28. Apply the Style 5 chart style. Change the chart title to **City Debt**. | 12 |
| 14 | On the Debt worksheet, insert three blank rows at the top of the worksheet. | 3 |
| 15 | Insert the text **Aspen Falls Debt** as WordArt using a Gradient Fill - Purple, Accent 4, Outline - Accent 4 style. Change the font size to 36. Move the WordArt to the top of the worksheet, approximately in C1:F3.  Note, depending upon Office version used, the style name may be Gradient Fill: Purple, Accent color 4; Outline: Purple, Accent color 4. | 8 |
| 16 | Change the scaling of the Debt worksheet to fit the height and width to one page. | 4 |
| 17 | Ensure that the worksheets are correctly named and placed in the following order in the workbook: Debt Chart, Debt. Save the file and close Excel. Submit the file as directed by the instructor. | 0 |

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| **Total Points** | **100** |