

Instructions:

For the purpose of grading the project you are required to perform the following tasks:

Step	Instructions	
1	Start Excel. Download and open the workbook	
2	Set a width of 25 for column A.	
3	Center horizontally the labels in the range A8:G8 and then apply wrap text to the labels in the range A8:G8.	
4	Merge and center the label Total Fees Collected in the range H7:H8. Wrap text for the label in its merged cell.	
5	In cell E9, enter a formula that calculates the Session Fee for a Member. Members receive a Member Discount off the Non-Member Session Fee. Copy the formula from cell E9 down through row 12.	
6	In cell H9, create a formula that will calculate the total fees collected for the Introduction to Watercolor class. Copy the formula from cell H9 down through row 12.	
7	Change the value in cell D11 to 280 . Insert a row below row 9.	
8	Apply Percent Style to the Member Discount values in column C. Center horizontally the Member Discount percentages in column C.	
9	Apply Accounting Number Style to the Non-Member fees in column D, the Member fees in column E, and the Total Fees Collected in column H.	

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10	Set the Outside Borders around the range A7:H13.	
11	Apply Green, Accent 6, Darker 50% fill color and White, Background 1 font color to the Total Fees Collected label.	
12	Change the page setup options so that the data is centered horizontally on the page.	
13	Change the orientation to Landscape.	
14	Create a footer that displays the text Future Vision Computers in the left section and insert the Today's Date in the right section of the footer area.	
15	Copy the Session 2 worksheet, move it to the end, and rename it as Copy .	
16	Display the settings to print gridlines and headings.	