# **Excel\_2A\_Tree\_Inventory**

## **Project Description:**

In the following activities, you will edit a worksheet for Holeman Hill, President, detailing the current inventory of trees at the Pasadena nursery.

## **Steps to Perform:**

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| 1 | Open the Excel workbook *Student\_Excel\_2A\_Tree\_Inventory.xlsx* downloaded with this project. Then, in your textbook, turn to Project 2A and complete all of the steps in Activities 2.01-2.20. | 0 |
| 2 | Complete Activity 2.01 | 10 |
| 3 | Complete Activity 2.02 | 5 |
| 4 | Complete Activity 2.03 | 6 |
| 5 | Complete Activity 2.04 | 5 |
| 6 | Complete Activity 2.05 | 4 |
| 7 | Complete Activity 2.06 | 3 |
| 8 | Complete Activity 2.07  Note, if necessary, after rotating the text, reapply the formatting from steps 2 and 3 of the activity. | 9 |
| 9 | Complete Activity 2.08 | 5 |
| 10 | Complete Activity 2.09 | 5 |
| 11 | Complete Activity 2.10 | 5 |
| 12 | Complete Activity 2.11 | 10 |
| 13 | Complete Activities 2.12 & 2.13 | 4 |
| 14 | Complete Activity 2.14 | 4 |
| 15 | Complete Activity 2.15 | 10 |
| 16 | Complete Activity 2.16 | 3 |
| 17 | Complete Activity 2.17 | 3 |
| 18 | Complete Activities 2.18 - 2.19  Note: If the Slice theme is not available, on the Page Layout tab, in the Themes group, click Themes, and then click Browse for Themes. Browse to the files you downloaded with this project. Click *Slice.thmx*, then click Open. | 4 |
| 19 | Complete Activity 2.20 | 5 |
| 20 | Save and close the file, and then submit for grading. | 0 |

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