Formatted

Score

Activity 61
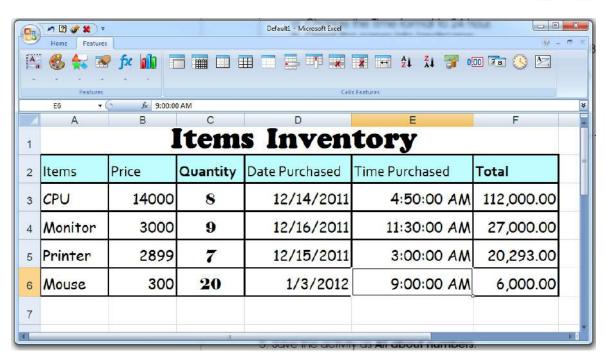
Directions:

1. Launch MaxCount.
2. Open the file that you have save as **Items Inventory**.
3. Follow the steps on how to change the Time format, Orientation format and changing the font size in a cell in your worktext.
   * Perform the following:
      a. Change the Time format to 24 hour.
      b. Orient the paper into landscape.
      c. Change the font size of the hours purchased into size 18.
      d. Select the hour purchased and copy it, paste it in the next row. After you have pasted, cut the row, and place it in the next row again.

Preview:

Items	Price	Quantity	Date Purchased	Time Purchased	Total
CPU	14000	8	12/14/2011	4:50:00 AM	112,000.00
Monitor	3000	9	12/16/2011	11:30:00 AM	27,000.00
Printer	2899	7	12/15/2011	3:00:00 AM	20,293.00
Mouse	300	20	1/3/2012	9:00:00 AM	6,000.00

5. Save the activity as **Formatted Inventory**.

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