

## Unit 1 ► [Executive...]

1. Add a comment saying **Full Name** inside of the cell **J4**.

## Unit 2 ► [Executive...]

1. **Save** this spreadsheet as a **PDF** file named **EXCEL05** to the **Your Documents\GmetrixTemplates** folder. Do not open the file after publishing, if it does open close it.

## Unit 3 ► [Executive...]

1. Create a **PDF/XPS document** from this document and publish the document to the **Your Documents\GmetrixTemplates** folder as **word05.pdf**. Do not open the file after publishing.

## Unit 4 ► [Executive...]

1. Delete all of the **comments** in the current worksheet.

## Unit 5 ► [Executive...]

1. In the **Loan Amortization Schedule** worksheet, add the following comment to the **cell A5: Good Rate**.
2. Change the **margins** to the **Narrow** setting.

## Unit 6 ► [Executive...]

1. Create a **PDF** of the workbook called **FusionTomo.pdf**, and save it in your **GMetrixTemplates** folder. Do not open the file after publishing.

## Unit 7 ► [Executive...]

1. In the Marketing Budget Plan Worksheet, use the **Go To Special** tool looking for **Comments** and **Delete** the comment.

## Unit 8 ► [Executive...]

1. Inspect the document and remove only the Comments and Annotations. (Close the dialog box once you have completed the task).

## Unit 9 ► [Executive...]

1. Save this file as a **CSV (Comma delimited)** document in the GMetrixTemplates folder and name the file **EXCEL10.csv**

## Unit 10 ► [Executive...]

1. Remove all comments, annotations, personal information and document properties in the workbook.

## Unit 11 ► [Executive...]

1. Save the entire workbook as a PDF file in your GMetrixTemplates folder, omitting document properties and tags.

## Unit 12 ► [Executive...]

1. Remove all duplicates from the table based on the values in the **Year** and **Value** columns.
2. Remove the comment on cell **A2** and replace it with the comment **Redundant variants removed**.