

Microsoft Excel 2007

Tutorial 1 Internet Assignment

Sensational Sewing

As owner of Sensational Sewing, you create custom slipcovers, window treatments, and other home decorating projects. You need to find new sources for sewing supplies, in particular fabric. You decide to look for new sources on the Internet. You need to create a worksheet to keep track of your information.

1. Create a new Excel workbook and save it as **Fabric Sources**.
2. Type an appropriate title in the first row.
3. Start your Internet browser, go to your favorite search provider, and use the keywords **fabrics** to conduct a search on the Internet for online sources of fabric.
4. Examine the search results and choose three sources from which you can purchase fabrics.
5. For each source, list the Web site name in one column, and the URL in the next column. (*Hint:* To copy the URL to the Clipboard, click in the Address or Location bar to select the entire URL, right-click the selected URL, and then click Copy on the shortcut menu.) Then in the next three rows, enter three fabrics and their price. (Prices are per yard unless otherwise specified.)
6. Insert a row under each source and calculate the average price per yard for fabric at that source.
7. On another row, calculate the minimum and maximum price per yard.
8. Adjust column widths as necessary to make the worksheet neat and presentable. Name the worksheet **Average Prices**.
9. Create a documentation sheet. Include the workbook title, your name, the purpose (identifying online sources for fabric).
10. Name this sheet **Documentation** and make it the first worksheet in the workbook.
11. Delete unused worksheets.
12. Check the workbook for spelling errors.
13. Save your changes, and then submit the worksheets in electronic or printed form as specified by your instructor.
14. Close the document and exit Excel. Exit your Internet browser.