Spreadsheet Task

Version 16

You will have 30 minutes to accomplish this task.

The files for this task are located on your Testing USB drive. This drive will be referred to in this task as X: even though the actual drive letter for your Testing USB drive will be different on your computer.

1. Create a folder on your Testing USB drive in the root directory and name the folder **SSV16Task**.

2. Start Excel, open a new worksheet. Save the worksheet in your **SSV16Task** folder, naming it ss16_task. **Save often throughout the task.**

3. Set the margins to 2" for the top, bottom, left and right. Create a worksheet with the information below:

Sample Expenses			
	January	February	March
Rent	$400.00	$400.00	$400.00
Gas	$65.00	$85.00	$75.00
Car Payment	$175.50	$175.50	$175.50
Food	$254.75	$175.30	$145.67
Miscellaneous	$86.87	$125.50	$158.96
Total	(total)	(total)	(total)
1st Quarter Total	(total)		

4. Replace the word, "Sample" with your name.

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5. Fill in formulas where indicated by the parentheses. For the Total row, enter a formula that will sum each column for each month. For the 1st Quarter Total, sum the totals for January, February, and March.

6. Format all cells containing numbers for currency, two decimal places.

7. Right Justify/align the **labels** for the months.

8. Size the columns to make sure all of the worksheet prints on one page.

9. Insert a doughnut chart for March including the row labels. Use "March Expenses" for the title and remove the legend. Use "show label and percent" for the data labels.

10. Put the chart on the worksheet, moving and sizing it so that all of it shows and the worksheet and chart print on one page.

11. Put your name in the **header** in the right section.

12. Put the following in the **footer** in the center section: Spreadsheet Proficiency Task Version 16. Save your worksheet.

File 1

13. Preview your worksheet and then set the **print options** to be the following**:** portrait orientation without gridlines and without row and column headers. Convert the printout to pdf format and name it ss16_file1, saving to your SSV16Task folder.

Printout 2

14. Set the **print options** to be the following: landscape orientation on 1 page with gridlines and with row and column headers, but with the formulas showing. Convert the printout to pdf format and name it ss16_file2, saving to your SSV16Task Folder.

15. Upload your files: **Your files must be named EXACTLY as specified.**
    ss16_task
    ss16_file1
    ss16_file2

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