Spreadsheet Task

Version 13

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 **SSV13Task**.

2. Start Excel, open a new worksheet. Save the worksheet in your **SSV13Task** folder, naming it ss13_task. **Save often throughout the task.**

3. Set the margins to 1.25" 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.

eMPOWERMENT CONCEPTS

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. Center the **labels** for the months.

8. Size the columns so that all of the worksheet prints on one page.

9. Insert a pie chart for February that includes the row labels and a legend. Be sure the labels for Rent, Gas, Car Payment, Food, and Miscellaneous show up on the chart.

10. Put the chart on the worksheet, moving and sizing it so that all of shows and the worksheet and chart print on one page. Select percent for the data labels and use "Expenses" for the title of the chart.

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 13. Save your worksheet.

File 1

13. Preview your worksheet and then set the **print options** to be the following**:** portrait orientation with gridlines and with row and column headers. Convert the printout to pdf format and name it ss13_file1, saving to your SSV13Task folder.

File 2

14. Set the **print options** to be the following: landscape orientation on 1 page without gridlines and row and column headers, but with the formulas showing. Convert the printout to pdf format and name it ss13_file2, saving to your SSV13Task Folder.

15. Upload your files:
    ss13_task
    ss13_file1
    ss13_file2

eMPOWERMENTCONCEPTS