

Spreadsheet Practice Task

Practice until you can complete this task in 30 minutes. You will utilize your Testing USB drive for this task. This USB drive will be referred to in this task as X: even though the actual drive letter for it will be different on your computer.

When you are finished, carefully check your answers against those located in your study materials at <http://didljumpstart.com>, resolving any discrepancies.

- 1) Create a folder on your X: drive in the root directory and name it SSpractice.
- 2) Start Excel, open a new worksheet. Save the worksheet in your SSpractice folder, sspractice.xls. Save often during this proficiency task.
- 3) Set the margins to 1.75" for the top, bottom, left and right.
- 4) Create a worksheet with the information below:

| Class Supplies | | | | |
|-----------------------|---------------|---------------|---------------|--------------|
| | | | | |
| | Year 1 | Year 2 | Year 3 | Total |
| Paper | \$32.99 | \$42.61 | \$29.45 | (sum) |
| Art Supplies | \$45.29 | \$21.95 | \$75.39 | (sum) |
| Bulletin Boards | \$15.85 | \$27.76 | \$35.44 | (sum) |
| Student Rewards | \$26.88 | \$44.87 | \$35.86 | (sum) |
| | | | | |
| Total Expenses | (sum) | (sum) | (sum) | |
| | | | | |
| 3 Year Total | (sum) | | | |

- 5) Fill in formulas where indicated by the parentheses. In the Total **column**, enter a formula that will sum each row.
- 6) For the Total Expenses **row**, enter a formula that will sum each column for each year. For the 3 Year Total, enter a grand total formula that will sum the totals for Year 1, Year 2, and Year 3.
- 7) Format all cells containing numbers for currency, two decimal places. Select bold font for the following labels: **Class Supplies, Year 1, Year 2, Year 3, Total, Total Expenses, and 3 Year Total.**
- 8) Insert a line chart that includes totals for **Paper, Art Supplies, Bulletin Boards, and Student Rewards** for **Year 1, Year 2, and Year 3** that includes the row labels and the column labels. Do not include the totals in the chart. Make sure to include a legend. Use *3 Year Class Supplies* for the title of the chart. Put the chart on the worksheet, moving and sizing it so that the worksheet and chart print on one page.

- 9) Put your name in the **header** in the right section. Put the following in the **footer** in the center section: Printout 1.
- 10) Save your worksheet, preview it. Set the **print options** to be the following: portrait orientation, without gridlines and without row and column headings. Convert the printout to pdf format (Internet Skill) and name it sspractice_printout1.pdf, saving to your SSpractice folder. Print the pdf file to compare to the answers.
- 11) Set the **print options** to be the following: fit to one page, landscape orientation, with gridlines and with row and column headings, and with formulas showing. Put Printout 2 in the center section of the footer. Convert the printout to pdf format (Internet Skill) and name it sspractice_printout2.pdf, saving to your SSpractice folder. Print the pdf file to compare to the answers.