

# Spreadsheet Task

Version 02

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 **SSV02Task**.
2. Start Excel, open a new worksheet. Save the worksheet in your **SSV02Task** folder, naming it **ss02\_task**. **Save often throughout the task.**
3. Set the margins to 1.75" for the top, bottom, left and right. Create a worksheet with the information below:

Hill Inc.			
	January	February	March
Production Costs	\$15,666	\$16,879	\$14,999
Shipping	\$2,567	\$2,343	\$2,645
Sales	\$5,635	\$8,453	\$6,453
Advertising	\$4,633	\$3,231	\$5,678
Total Expenses	(total)	(total)	(total)
1st Quarter Total	(total)		

4. Fill in formulas where indicated by the parentheses. For the Total Expenses 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.
5. Format all cells containing numbers for currency, no decimal places.

6. Right justify the labels for the months.
7. Size the columns to make sure all of the worksheet prints on one page.
8. Insert a column chart for January, February, and March that includes both the row and column labels. The legend should contain the column labels. Be sure the Labels for Production Costs, Shipping, Sales, and Advertising show up on the chart. Use "1st Quarter Expenses" for the title of the chart.
9. 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.
10. Put your name in the **header** in the right section.
11. Put the following in the **footer** in the center section: Spreadsheet Proficiency Task Version 02. Save your worksheet.

### **File 1**

12. 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 **ss02\_file1**, saving to your SSV02Task folder.

### **File 2**

13. 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 **ss02\_file2**, saving to your SSV02Task Folder.
14. Upload your files: **Your files must be named EXACTLY as specified.**  
**ss02\_task**  
**ss02\_file1**  
**ss02\_file2**