Spreadsheet Task

Version 08

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 **SSV08Task**.

2. Start Excel, open a new worksheet. Save the worksheet in your **SSV08Task** folder, naming it ss08_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:

Class Supplies				
	Year 1	Year 2	Year 3	Total
Paper	$56.09	$42.61	$29.45	(sum)
Art Supplies	$45.29	$20.05	$75.39	(sum)
Bulletin Boards	$25.85	$27.76	$35.44	(sum)
Student Rewards	$26.88	$64.87	$35.86	(sum)
Total Expenses	(sum)	(sum)	(sum)	
3 Year Total	(sum)			

4. Fill in formulas where indicated by the parentheses. In the Total column, enter a formula that will sum each row.

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5. 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.

6. 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**.

7. Size the columns so that all of the worksheet will print on one page.

8. Insert a pie chart for only Year 3 that also includes the row labels. Do not include the total. Use *Year 3 Class Supplies* for the title of the chart. Make sure the row labels are in the legend and show percentages.

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 08. Save your worksheet.

File 1

12. Preview your worksheet and then set the **print options** to be the following: portrait orientation without gridlines and with row and column headers. Convert the printout to pdf format and name it ss08_file1, saving to your SSV08Task folder.

File 2

13. Set the **print options** to be the following: landscape orientation on 1 page with gridlines and without row and column headers, but with the formulas showing. Convert the printout to pdf format and name it ss_file2, saving to your SSV08Task Folder.

14. Upload your files: **Your files must be named EXACTLY as specified.**
    ss08_task
    ss08_file1
    ss08_file2