



Use Functions; Create a Series; Use Print and Page Setup Options

EXERCISE 21

Directions

1. Open **8.81itinerary**, which you created in Exercise 81 of Unit 3, "Word Processing"; or, open **d3.21jbitinerary** from the Data CD.
2. Copy the company name, JUMPBALL, INC., then close the file.
3. Switch to Excel.
4. Create a new blank workbook file.
5. Paste the company name into Cell A1, as shown in Figure 21.1. (The heading will be displayed in Cells A1 and A2.)
 - Center the heading across Columns A through F.
6. Enter the remaining labels and values in the exact cell locations shown in the figure. Use the Fill feature to enter the WEEK 2, WEEK 3, and WEEK 4 column heading labels.

NOTE: You will enter WEEK 4 data in a later exercise.
7. Change the column widths as follows:
 - Column A: 18 characters
 - Columns B through E: 11 characters
 - Column F: Size the column to fit the data
8. Calculate the SOURCE TOTALS for STORE, CATALOG, and INTERNET sales.
9. Calculate the AVERAGE for WEEK 1, WEEK 2, WEEK 3, and SOURCE TOTAL sales.
10. Calculate the TOTAL sales for WEEK 1, WEEK 2, WEEK 3, and SOURCE TOTALS.
11. Format and align worksheet data as shown in the figure.



CONCEPT BUILDERS

The print options in Excel are like those for tables in Word. You can change the margins, align the worksheet horizontally and/or vertically on the page, and print the page in landscape or portrait orientation. To set these options, click File, Page Setup.



HOT TIPS

To set margins and/or align worksheet on the page:

1. Click File, Page Setup.
2. Select appropriate options, and click OK.

Directions *continued*

12. Set the page orientation to landscape.
13. Center the worksheet horizontally. Click **File, Page Setup, Margins** tab, and select the **Horizontally** check box below Center on page, then click **OK**.
14. Print one copy with gridlines and row and column headings.
15. Save the file; name it **3.21jbsales**.
16. Close all files.

Paste company name, JUMPBALL, INC.

Center across the columns; set to 14-pt bold

Right-align bold

Row 7 purple

Row 8 green

Row 9 red

Bold, italic

Bold

Format to currency with two decimal places

Italic; format to currency with two decimal places

	A	B	C	D	E	F
1						
2						
3	Super Jump Basketball Sneakers					
4	OCTOBER SALES					
5						
6	SALES SOURCE	WEEK 1				SOURCE TOTAL
7	STORE	4,313.40	7,665.18	5,290.87		
8	CATALOG	3,836.93	2,782.82	5,279.01		
9	INTERNET	9,108.21	10,028.91	5,281.91		
10						
11	AVERAGE					
12						
13	TOTAL					

Figure 21.1 "3.21jbsales"