

Project One:

1. Start Excel and open a new workbook.
2. Enter the following information from the table below in your worksheet:
 - Begin in Cell A1
 - Do not leave any blank Rows or Columns
 - Widen the columns to fit data properly whenever necessary

	A	B	C	D	E
1	Best Sports Supreme, Inc.				
2	Quarterly Sales Sheet				
3	Description	Sold	Price	Totals	
4	Ski Boots	1104	250		
5	Rollerblades	1805	175		
6	Baseball Bats	1098	95		
7	Footballs	1254	35		
8					
9					
10					

3. Bold the column headings, Cells A3 through D3.
4. Apply number format with commas and 0 decimals to the Sold column data.
5. In Cell D4, insert the formula to multiple sold * price.
6. Copy the formula for the Totals Column.
7. Apply the currency format with 0 decimals to the Totals column data.
8. Save, but do not close the worksheet as: ***Project 1***
9. Select the column headings, change the font style to *Comic Sans MS*, font size to 14, and center-align them.
10. Format the Price column data to currency with 0 decimals.
11. Quick save your changes without closing the worksheet.
12. Center and merge the Main Title through Cells A1 and D1.
13. Change the font size of the Main Title to 16.
14. Center and merge the Sub Title through Cells A2 and D2.
15. Change the font size of the Sub Title to 14.
16. Create a pie chart to show items sold:
 - Do not include the totals and the main title and subtitle
 - Type, *Quarterly Sales*, as the main title
 - Under data labels, show label and percent
17. Type your name in Cell A10.
18. Save again and close the worksheet.