

## Project Two:

1. Start Excel and open a new workbook.
2. Enter the following information from the table below in your worksheet:
  - Begin in Cell A1
  - Leave a blank row in Row3
  - Widen the columns to fit data properly whenever necessary
  - Use the fill handle to autofill the months column headings

|    | A  | B     | C      | D         | E       | F        | G        | H     |
|----|--|-------|--------|-----------|---------|----------|----------|-------|
| 1  | MediaLoft Eastern Division Stores            |       |        |           |         |          |          |       |
| 2  | FY 2000 Sales Following Advertising Campaign |       |        |           |         |          |          |       |
| 3  |  |       |        |           |         |          |          |       |
| 4  |  | July  | August | September | October | November | December | Total |
| 5  | Boston                                       | 12000 | 12000  | 15500     | 20000   | 21000    | 20500    |       |
| 6  | Chicago                                      | 14500 | 16000  | 17500     | 18000   | 18500    | 19000    |       |
| 7  | Kansas                                       | 9500  | 10000  | 15000     | 16000   | 18000    | 19500    |       |
| 8  | NYC  | 15000 | 13000  | 16500     | 19000   | 21000    | 21000    |       |
| 9  | Total  |       |        |           |         |          |          |       |
| 10 |  |       |        |           |         |          |          |       |
| 11 |  |       |        |           |         |          |          |       |
| 12 |  |       |        |           |         |          |          |       |

3. Save, but do not close the worksheet as: Project 2.
4. Select the column headings and center and bold them.
5. Select the row headings and bold them.
6. Click in Cell H5 and enter the proper formula to add the sum of sales for Boston from July to December.
7. Using the fill handle, copy the formula in Column H for all the other cities.
8. Click in Cell B9 and enter the proper formula to add the sum of sales for July.
9. Using the fill handle, copy the formula in Row 9 for all other months and the total column.
10. Quick save the worksheet but do not close.
11. Apply the currency format with 0 decimals to all the amounts within the worksheet.
12. Center and merge the main title and the subtitle between Cells A1 and H1 and A2 and H2, respectively.
13. Create a column chart for all data except the totals and the main title and the subtitle.
14. Type, **Sales**, for the Chart title and type for the X axis, **Months**, and for the Y axis, **Dollars**.
15. Type your name in Cell A11.
16. Save again and close the worksheet.