

Student Name: \_\_\_\_\_ Period: \_\_\_\_\_ Date: \_\_\_\_\_

## INDEPENDENT PRACTICE: SPREADSHEET OPERATIONS

In this exercise, you **will work independently** to use print preview and print a selection

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1. Open a new spreadsheet

	A	B	C	D	E
1	<b>Monthly Budget</b>				
2	For the Month of:				
3					
4	<b>Item</b>	<b>Cost</b>	<b>Type of Expense</b>	<b>Expense</b>	<b>History</b>
5	Rent	575.00	Fixed	January	\$3,000.00
6	Insurance	70.00	Fixed	February	\$2,500.00
7	Gas	100.00	Variable	March	\$2,850.00
8	Food	400.00	Variable	April	\$2,000.00
9	Electric	60.00	Variable	May	\$2,500.00
10	Cell	50.00	Variable	July	
11	Car	425.00	Fixed	August	
12	Cable	50.00	Fixed	September	
13				October	
14				November	
15				December	

2. Key the title in 16 point bold
3. Key and center the column headings using bold font
4. Format a single line border underneath the column headings
5. Format the values in Column B for 2 decimal places
6. Center the data in Column C
7. Use auto-fill to enter the months in Column D and center the data
8. Format the amounts in Column E as currency
9. Merge and center Monthly Budget across Columns A-E
10. Merge Cells A2 and B2 and right justify the data
11. Use the wrap text feature where appropriate (in column headings)
12. Key **June** in Cell C2
13. Key Total Expenses in bold font and initial caps in Cell A16

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14. Enter a formula in Cell B16 to calculate total expenses
15. Delete Column D
16. Sort the data by Type of Expense in ascending order (primary) and then by item (secondary)
17. Print the data in Columns A-C in horizontally centered format without checking gridlines or row and column headings
18. Save and submit according to teacher directions