Excel Final Exam

### Assignment

1. Open Excel
2. Save your Excel document in your network drive
3. Enter the following information in cells A1 – C10. Replace *yourname* with your first and last name.

|  |  |  |
| --- | --- | --- |
| Music |  |  |
| Name | Genre | Number of Songs |
| J Smith | Blues | 50 |
| B Doe | Country | 110 |
| S Spade | Country | 200 |
| F Zappa | Blues | 1400 |
| F Zappa | Alternative | 2300 |
| J Smith | Alternative | 150 |
| B Doe | Blues | 75 |
| yourname | Blues | 800 |

1. Ensure that all the information is visible within the column boundaries. This will require you to resize columns.
2. Resize the height of the first row to 30.00 (40 pixels)
3. Enlarge the title “Music” and change the font to one you like
4. Change the font color for row 1 to Blue.
5. Merge and Center the text from A1 to A6
6. Add the new column text, Unit Price, in D2
7. Add the new column text, Total Cost, in E2
8. Center & Bold all column titles in row 2
9. Key 1.29 in D3 and then fill that to D10
10. In E3, add the formula to multiply C3 times D3, then fill that formula down to E10
11. Total the entire E column in cell E11
12. Add your name to the header, print and turn in
13. Click Ctrl ~ to show your formulas – print that also. Staple together and I will check it this weekend.

Your final spreadsheet should look like the following when printed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Male/Female | Genre | Number of Songs | Unit Price | Total Cost |
| J Smith | F | Blues | 50 | $ 0.99 | $ 49.50 |
| B Doe | M | Country | 110 | $ 0.99 | $ 108.90 |
| S Spade | F | Country | 200 | $ 0.99 | $ 198.00 |
| F Zappa | M | Blues | 1,400 | $ 0.99 | $ 1,386.00 |
| F Zappa | M | Alternative | 2,300 | $ 0.99 | $ 2,277.00 |
| S Spade | F | Blues | 1,000 | $ 0.99 | $ 990.00 |
| J Smith | F | Alternative | 150 | $ 0.99 | $ 148.50 |
| B Doe | M | Blues | 75 | $ 0.99 | $ 74.25 |
| yourname | M | Blues | 800 | $ 0.99 | $ 792.00 |
|  |  |  |  |  | $ 6,024.15 |