Independent Practice: Spreadsheet Operations

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

1. Open a new spreadsheet
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 B2and 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
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