

Excel Assignment 3 – Absolute Cell Reference

	A	B	C
1	Cedarview Construction		
2	Customer	Planned	Actual
3	Sellar Corporation	\$ 34,109	
4	Main Street Photos	48,100	
5	Sunset Automotive	32,885	
6	Linstrom Enterprises	61,220	
7	Morcos Media	30,500	
8	Green Valley Optics	58,394	
9	Detailed Designs	13,100	
10	Arrowstar Company	86,905	
11			
12	% Increase/Decrease	1.1	

Create the worksheet using the following directions

1. Merge and Center A1 through C1
2. In Cell A1:
 - a. Add a light shading of your choice
 - b. Use Calibri Bold font size 24 pt. (*Hint: As you adjust the widths of the columns, you will see your title*)
3. In Cells A2, B2, C2
 - a. Choose a font color that matches your shading (make sure it is a color you can see).
 - b. Font should be Italics and Bold and Center.
 - c. Insert a top and bottom border – change the color of the border to compliment the shading. (*Hint: To change color on border - Drop-down arrow of the borders button – More Borders*)
4. Make cell C3 active, type the formula =B3*\$B\$12 and then press enter. (*Hint: You may click on the cells to put the formula in and then after you click on cell B12 press the F4 button to turn on Absolute Cell. Make sure the \$ is in front of the column and the row.*)
5. Make cell C3 active and then use the fill handle to copy the formula to sells C4 through C 10.
6. Select cells B3 and C3, click the Accounting Number Format button and then click twice on the Decrease Decimal.
7. Select cells B4 through C10 change to Comma Number format with NO decimals.
8. Make cell B12 active and increase the decimal one time.
9. Create a Footer on the page by completing the following steps:
 - a. Click on Page Layout Tab
 - b. Open the Page Setup Dialog Box
 - c. In the Page Setup Dialog Box click on the Header/Footer Tab
 - d. Click on Custom Footer and type Name in Left section, Hour in Center Section, and CCReports 1 in the Right Section.
 - e. Click OK and then OK to close the Page Setup Dialog Box.
10. Save As – CCReports 1
11. Print CCReports 1

Hint: If you didn't follow these directions to add the footer and you are in a new view of the spreadsheet, move your mouse down to the bottom right side of the status bar and click on the first icon for Normal View

Turn Page over for more directions!

After you have printed the worksheet change the worksheet as follows:

1. Notice the effect on actual job earnings as you change the numbers. Be able to explain the effect of a 10% decrease. Look and analyze the data.
2. Make cell B12 active - Type 0.9 and then press Enter.
3. Change the Footer on the page by completing the following steps:
 - a. Click on Page Layout Tab
 - b. Open the Page Setup Dialog Box
 - c. In the Page Setup Dialog Box click on the Header/Footer Tab
 - d. Click on Custom Footer change the right section to CCReports 2.
 - e. Click OK and then OK to close the Page Setup Dialog Box.
4. Save As – CCReports 2
5. Print CCReports 2

Hint: If you didn't follow these directions to add the footer and you are in a new view of the spreadsheet, move your mouse down to the bottom right side of the status bar and click on the first icon for Normal View

After you have printed CCReports 2 change the worksheet as follows:

1. Determine the effect on actual job earnings as you change the numbers. Be able to explain the effects with a 20% increase. Look and analyze the data.
2. Make cell B12 active - Type 1.2 and then press Enter.
3. Change the Footer on the page by completing the following steps:
 - a. Click on Page Layout Tab
 - b. Open the Page Setup Dialog Box
 - c. In the Page Setup Dialog Box click on the Header/Footer Tab
 - d. Click on Custom Footer change the right section to CCReports 3.
 - e. Click OK and then OK to close the Page Setup Dialog Box.
4. Save As – CCReports 3
5. Print CCReports 3.
6. Show the Formulas, Auto Adjust Column Width, **Print** the formula page. (*Hint: Formulas tab – Click Show Formulas or Shortcut keys Ctrl + ~*)
7. Turn Off Show Formulas.

Open Word and write a report. In the report make sure you answer the following questions:

1. What does the Absolute Cell Reference do to your data?
2. What was the effect of the 10% decrease?
3. What was the effect of the 20% increase?
4. How could you use this information in a company?
5. Insert a header, Save As CCReports, Print.

You should have 5 printouts stapled together for this assignment. Please staple them in order starting with the first one!