

	A	B	C	D
1	Mark's Repair Shop			
2	By: Your Name			
3				
4	Part	Labor	Material	Total
5	AA21	120	25.99	
6	AB28	60	15.99	
7	BB31	90	39.99	
8	BC34	60	9.99	
9	CC37	90	39.99	
10	CD48	150	19.99	
11	DD52	120	49.99	
12	DE62	60	24.99	
13	EE65	60	15.99	
14	EF68	90	24.99	
15	FF70	90	29.99	
16	FG71	180	19.99	
17	GG73	150	39.99	
18	GH75	120	59.99	
19	HH77	90	19.99	
20	HJ80	150	109.99	
21	JJ82	120	119.99	
22	JL83	60	99.99	
23	LL84	60	59.99	
24	LM85	90	89.99	
25	MM87	150	49.99	
26	MN90	120	29.99	
27	NN99	90	99.99	

25 Pt. RUBRIC: EXCEL Project 2

1. Create a new workbook. It will give you *ONE WORKSHEET*
2. RENAME THAT WORKSHEET: **Mark's**
3. **SAVE YOUR WORK AS: EXCEL2**

5 Points for Steps 1-3

4. Add the text you see in the range A1:D4
5. BE CAREFUL TO USE THE CELLS AS INDICATED LEFT. **ADD THE DATA AS SHOWN**, carefully using the same cells as shown to the left.

5 Points for Steps 4-5

6. **In cell D5**, ENTER THE FORMULA THAT ADDS LABOR + MATERIAL for row 5:
 $=B5+C5$
7. Using the mouse carefully, **PULL DOWN THE FILL HANDLE SO THAT YOU HAVE CALCULATIONS ALL THE WAY DOWN TO D27**.

5 Points for Steps 6-7

8. HIGHLIGHT THE RANGE A1:D4 & **APPLY BOLD TO THE TEXT**.
9. HIGHLIGHT THE RANGE B5:D27. *These are all number values*. **APPLY THE ACCOUNTING FORMAT**.

5 Points for Steps 8-9

10. HIGHLIGHT THE RANGE A4:D27. APPLY A MEDIUM COLORED "*FORMAT AS TABLE*" (**Not** LIGHT or DARK).
11. SORT YOUR TABLE USING THE TOTAL COLUMN (HINT: *There is a pull-down menu with that option, top of Column D*)

5 Points for Step 10-11