4 - EXCEL SCHOOL SUPPLIES EXPENSES

- 1. Go to Page Layout Page Setup Header / Footer Custom Header
 - a. Left Section Type in your name & Grade Right Section click on the date (OK)
- 2. Cell A1 High light to C1 and Merge & Center Penny's School Supply Expenses
- 3. Cell A3 Type in the name of information listed in Column A
- 4. Cell B3 Place the amounts starting in Column B
- 5. Place the cursor in cell B13 and hit the AutoSum (upper right corner)
- 6. Fill the cell in Yellow CELL B13
- Formatting Cells: Place the cursor in cell B3 Highlight to B15
- 8. Click the right mouse button and choose Format cells Accounting
- Chart: Highlight Cell A3 Cell B12 Go to Insert Columns 3D
- 10.Place the cursor On the numbers and right Axis & click and choose Format Axis
- 11. Change major unit from auto to **Fixed 3**
- 12.Slide the chart to the left and below the A15 and make it imbedded.
- 13.Go to Page Layout Page Setup Sheet Click on Gridlines and Row and column headings
- 14. Save to your folder then printout and turn in for a grade.

- 21	A	В	С	D	E	F	G
1	Penny's School Supply Expenses						
2							
3	Backpack	\$ 10.50					
4	Folders	\$ 2.95					
5	Pencils	\$ 9.98					
6	Erasers	\$ 1.99					
7	Sharpener	\$ 3.29					
8	Scissors	\$ 4.50					
9	Glue	\$ 2.75					
10	Ruler	\$ 0.88					
11	Laptop Rent	\$ 25.00					
12	Lunch Box	\$ 8.50					
13	Total Expenses	\$ 70.34					
14							
15	\$27.00						
16							
17	\$21.00						
18	\$18.00						
19	\$15.00						
20	\$12.00						
21	\$9.00 Series1						
22	\$6.00						
23							
24							
25	to the service of the the						
26	adde toge been the when the cost on the de the						
27	8. Sun Byn hin						
28							