

4 - EXCEL SCHOOL SUPPLIES EXPENSES

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

