

## 4 - EXCEL SCHOOL SUPPLIES EXPENSES-Mac

- Go to Page Layout - Header / Footer – Custom Header
  - Left Section Type in your Name & Grade --Right Section click on the Date & Time (OK)
  - Click on SHEET and Click on Gridlines and Rows and columns. (OK)
- Go to Home Tab and Cell A1 High light to E1 and Merge & Center (YOUR NAME) Penny's School Supply Expenses
- Cell A3 Type in list of information listed in Column A
- Cell B3 Place all the amounts starting in Column B
- Do not add \$ dollar signs as that will be added later
- Place the cursor in cell B13 and hit the AutoSum (you will find it at top tab or listed under FORMULAS).
- Fill the cell in **Yellow** CELL B13.
- Formatting Cells: Place the cursor in cell B3 Highlight to B13. Tap the control key and then right click mouse.
- Choose Format cells – **Accounting**
- Chart: Highlight **Cell A3 – Cell B12**
- Click the Chart Tab and choose 3D Clustered Column.
- Slide the chart to the left and below the A15 and make it imbedded.
- Place the cursor on the numbers on the chart and hold down your control key and right button on mouse. Choose format Axis and Scale. Change Major unit from 5 to 3. This will adjust the number scale.
- Place the cursor on the lettering at the bottom of the chart.
- Place the cursor on the text wording below the chart. Hold down the control key again and right click on the mouse and choose Format Axis. Choose Text Box and custom angle and 46. This will adjust the angle of the wording.
- Save to your folder then printout and turn in for a grade.

