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This project is designed to help you practice the skills that you learned in Excel classes 1-3.

To begin, open *ExcelPracticalPart1.xls* workbook. Follow the instructions step-by-step to create the spreadsheet that is attached to this instruction sheet.

- 1) Insert a new column A
- 2) Move the contents of Column D, 'Order ID', to Column A
- 3) Delete Column D
- 4) Insert a new row 1
- 5) Enter the following title into A1: **Sales Report: July - August 2003**
- 6) Merge and center the title across A1:E1
- 7) Select the entire worksheet and auto fit all columns
- 8) Apply the 'currency' format to E3:E26
- 9) Find and replace all instances of 'Peacock' with 'Peacocks'
- 10) Change the worksheet tab color to yellow
- 11) Change the height of Row 1 to 35
- 12) Change the height of Row 2 to 25
- 13) Change Row 1 and 2's vertical alignment to 'middle align'
- 14) Launch the dialogue box from the Font Group and format A1 as follows:
  - a. Font: Georgia
  - b. Font size: 14
  - c. Bold
  - d. Font color: Blue
  - e. Fill color: Light Green
- 15) Select A2:E2 and apply the Cell Style 'Accent 5'
- 16) Select A3:E26 and apply the Cell style 'Note'
- 17) Change the workbook orientation to 'landscape'
- 18) Insert a Header and include date, your name and page # in the three sections.
- 19) Print preview your worksheet. It should look like the worksheet attached.

## Sales Report: July - August 2003

Order ID	Country	Salesperson	Order Date	Order Amount
10248	UK	Buchanan	7/16/2003	\$ 440.00
10249	UK	Suyama	7/10/2003	\$ 1,863.40
10250	USA	Peacocks	7/12/2003	\$ 1,552.60
10251	USA	Leverling	7/15/2003	\$ 654.06
10252	USA	Peacocks	7/11/2003	\$ 3,597.90
10253	USA	Leverling	7/16/2003	\$ 1,444.80
10254	UK	Buchanan	7/23/2003	\$ 556.62
10255	UK	Dodsworth	7/15/2003	\$ 2,490.50
10256	USA	Leverling	7/17/2003	\$ 517.80
10257	USA	Peacocks	7/22/2003	\$ 1,119.90
10258	USA	Davolio	7/23/2003	\$ 1,614.88
10259	USA	Peacocks	7/25/2003	\$ 100.80
10260	USA	Peacocks	7/29/2003	\$ 1,504.65
10261	USA	Peacocks	7/30/2003	\$ 448.00
10262	USA	Callahan	7/25/2003	\$ 584.00
10263	UK	Dodsworth	7/31/2003	\$ 1,873.80
10264	UK	Suyama	8/23/2003	\$ 695.62
10265	USA	Fuller	8/12/2003	\$ 1,176.00
10266	USA	Leverling	7/31/2003	\$ 346.56
10267	USA	Peacocks	8/6/2003	\$ 3,536.60
10268	USA	Callahan	8/2/2003	\$ 1,101.20
10269	UK	Buchanan	8/9/2003	\$ 642.20
10270	USA	Davolio	8/2/2003	\$ 1,376.00
10271	UK	Suyama	8/30/2003	\$ 48.00