

Name: _____

Date: _____

Spreadsheet Project (Microsoft Excel)

Please note: You will have six classes to complete the project.

Checklist (Use the checklist to help keep you on track)

- You will need to start a **NEW** Microsoft Excel file.
- You will need to **SAVE** your work.
- You will need a table title.
- You will need a table border.
- You will need to merge and center two sets of cell ranges.
- You will need 26 headings.
- You will need 112 cells of numerical data. (includes list of activities)
- You will need to delete two rows (as per the video).
- You will need one column of SUM functions. You will need one cell with a SUM function.
- You will need one column of Multiplication functions.
- You will need to add cell fill color.
- You will need to add a pie graph.
- You will need to add a pie graph title.
- You will need a pie graph legend.
- You will need pie graph data labels.
- You will need a pie graph background color.

Proofread: Check for spelling and grammatical mistakes. Make sure you follow the typing rules, such as, one space after every word.

Table (There are a total of 10 elements.)	Graph (There are a total of 5 elements.)
Table title	Pie graph
Table border	Pie graph title
Merge and center	Pie graph legend
Headings	Pie graph data labels
List of activities	Pie graph background color
Deleted two rows	
Numerical data (non-functions)	
Numerical data (SUM functions)	
Numerical data (Multiplication functions)	
Cell fill color	
Total:	Total:

