

	A	B	C	D
1	Mark's Repair Shop			
2	By: Your Name			
3				
4	Part	Labor	Material	Total
5	AA21	120	25.99	
6	AB28	60	15.99	
7	BB31	90	39.99	
8	BC34	60	9.99	
9	CC37	90	39.99	
10	CD48	150	19.99	
11	DD52	120	49.99	
12	DE62	60	24.99	
13	EE65	60	15.99	
14	EF68	90	24.99	
15	FF70	90	29.99	
16	FG71	180	19.99	
17	GG73	150	39.99	
18	GH75	120	59.99	
19	HH77	90	19.99	
20	HJ80	150	109.99	
21	JJ82	120	119.99	
22	JL83	60	99.99	
23	LL84	60	59.99	
24	LM85	90	89.99	
25	MM87	150	49.99	
26	MN90	120	29.99	
27	NN99	90	99.99	

EXCEL Project 2: Applying Skills

1. Create a new workbook. It will give you *ONE WORKSHEET*
2. RENAME THAT WORKSHEET: **Mark's**
3. **SAVE YOUR WORK AS: EXCEL2**
4. Add the text you see in the range A1:D4
5. BE CAREFUL TO USE THE CELLS AS INDICATED LEFT. **ADD THE DATA AS SHOWN**, carefully using the same cells as shown to the left.
6. **In cell D5**, ENTER THE FORMULA THAT ADDS LABOR + MATERIAL for row 5:

$$=B5+C5$$

7. Using the mouse carefully, **PULL DOWN THE FILL HANDLE SO THAT YOU HAVE CALCULATIONS ALL THE WAY DOWN TO D27**.
8. HIGHLIGHT THE RANGE A1:D4 & **APPLY BOLD TO THE TEXT**.
9. HIGHLIGHT THE RANGE B5:D27. *These are all number values.* **APPLY THE ACCOUNTING FORMAT**.
10. HIGHLIGHT THE RANGE A4:D27. APPLY A MEDIUM COLORED "**FORMAT AS TABLE**" (**Not LIGHT or DARK**).
11. SORT YOUR TABLE USING THE TOTAL COLUMN (HINT: *There is a pull-down menu with that option, top of Column D*)

	A	B	C	D	E
1	Mark's Repair Shop				
2	By: Your Name				
3					
4	Part	Labor	Material	Total	
5	BC34	60	9.99	69.99	
6	AB28	60	15.99	75.99	
7	EE65	60	15.99	75.99	
8	DE62	60	24.99	84.99	
9	HH77	90	19.99	109.99	
10	EF68	90	24.99	114.99	
11	FF70	90	29.99	119.99	
12	LL84	60	59.99	119.99	
13	BB31	90	39.99	129.99	
14	CC37	90	39.99	129.99	
15	AA21	120	25.99	145.99	
16	MN90	120	29.99	149.99	
17	JL83	60	99.99	159.99	
18	CD48	150	19.99	169.99	
19	DD52	120	49.99	169.99	
20	GH75	120	59.99	179.99	
21	LM85	90	89.99	179.99	
22	GG73	150	39.99	189.99	
23	NN99	90	99.99	189.99	
24	FG71	180	19.99	199.99	
25	MM87	150	49.99	199.99	
26	JJ82	120	119.99	239.99	
27	HJ80	150	109.99	259.99	

Final project should look like this when TOTAL column (D) is sorted SMALLEST TO LARGEST