

**CIS 5.2 Assignment 4: Worksheet with Graph**

**due March 4, 2009**

Do Exercise 1 on p. EX 79.

Follow the steps we did in class. Make sure you have all the following

- A title (Hit-The-Road Mobile Services), formatted as a title and centered, using Merge and Center.
- A sub-head (like Sales 2004-2008) formatted, bold, larger font than 11, different font from Calibri, centered using Merge and Center.
- Formatting for the column headers (2004 etc.), including a line under the row of column headings.
- Totals column and Totals row, including totals for all rows and all columns.
- Formatting for the Totals row.
- An embedded 3-D Clustered Column chart, starting in the row below the table (leave one row blank, and put the chart below that).
- Formatting for the number fields. Use Accounting Number format for the top row and the totals row, comma format for the other rows.
- A cover sheet containing your name, Section code (MW12 or MW2), and Assignment 4.

**What to submit:** the worksheet, together with the cover sheet.

**Email me** the worksheet with the cover sheet.