

## CIS 5.2 Assignment 5: Worksheet 2

due March 11, 2009

Do Exercise 2 on p. EX 157. Follow the steps we did in class. Ignore the last two sentences that ask you to update the worksheet.

Make sure you have all the following

- All spaces filled in with the totals and with formulas provided in Table 2-13 (Use the fill handles to copy the formulas across cells.)
- Column headings entered so that there are multiple lines of text in the cells (except Items).
- A theme, chosen from the Themes menu.
- A title, formatted as a title and centered, using Merge and Center.
- A sub-head also formatted as title, centered using Merge and Center, and made smaller than the main title.
- A background color for the top two rows (use Fill).
- Heading 3 style for the column headings.
- Totals style for the Total row. Increase the height of the row below the Total so that there is space between the totals and the lines below.
- Accounting number format for monetary amounts in the top row and in the total row.
- Comma format for monetary amounts in the other rows above the total row.
- Currency format with floating \$ sign for the three bottom rows.
- Conditional formatting on the Potential Profit column to highlight (your choice of how to format it) any value over \$40,000.
- Columns sized to fit or larger to be attractive.
- A header containing your name, section, and the theme chosen for the Worksheet.
- Change the worksheet name on the tab to the name used in the title.
- Set landscape orientation.
- Print the worksheet.
- Display formulas.
- Print the worksheet with the formulas.

**What to submit:** the worksheet showing values, and the worksheet showing formulas.

**Email me** just the worksheet with your information in the header