# **SK16\_XL\_CH01\_GRADER\_SA1\_HW - Path 1.2**

## **Project Description:**

In this project, you will create a worksheet to summarize all cost of constructing bike paths. You will calculate the total cost of the bike paths in different locations, and the percentage of an expected cost increase per location.

## **Steps to Perform:**

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| 1 | Start Excel 2016. Download and open the *sk16\_xl\_ch01\_grader\_SA1Path\_hw.xlsx* file. Save the file in your chapter folder as **First\_Last\_sk16\_xl\_ch01\_grader\_SA1Path\_hw** | 0 |
| 2 | Insert a footer: add the file name in the worksheet’s left footer; insert the current date in the center section; add the Sheet Name in right footer section. Return to Normal view. | 6 |
| 3 | Select the range A1:E1, and then Merge & Center the text. Apply the cell style Accent5 to the merged cell, and increase the font size to 18. Select the range A2:E2, and then Merge & Center the text. Apply the 40% - Accent5 cell style. | 10 |
| 4 | Increase the width of column A to **20** | 3 |
| 5 | Apply Bold to all column and row labels. | 5 |
| 6 | In the range E5:E13, insert a function to provide totals for each row. | 10 |
| 7 | In the range B14:E14, insert a function to provide totals for each column. | 10 |
| 8 | Format the ranges B5:E5 and B14:E14 with the Currency[0] cell style. | 5 |
| 9 | Format the range B6:E13 with the Comma [0] cell style. | 5 |
| 10 | Format the range B14:E14 with the Total cell style. | 5 |
| 11 | Insert a new row above row 7. In cell A7 type **Aspen Lakes** in cell B7 type **4763** in C7 type **18846** and in D7 type **1498** AutoFill the function from cell E6 to cell E7. | 6 |
| 12 | Copy the location names from the range A5:A14 to the range A20:A29. | 5 |
| 13 | Format the range B20:B29 with the Percent Style number format and 0 decimals displayed. | 5 |
| 14 | In cell C20, construct a formula that will multiply cell E5 by B20. AutoFill the formula down through cell C29. | 10 |
| 15 | Rename the Sheet1 worksheet tab as **Path Costs**. | 5 |
| 16 | Set the gridlines to print. Center the worksheet horizontally on the page. Use the Spelling and Grammar dialog box to check for spelling errors, replace the incorrect spellings with **Haack** and **Plasek**, and ignoring any other proper names.  | 10 |
| 17 | Save the file and close Excel. Submit the file as directed by your instructor. | 0 |

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| **Total Points** | **100** |