

Project 2X is an MS Excel exercise. You are to create a Spreadsheet utilizing Budget Analysis. An example of the spreadsheet will be provided. You will use the commands/formula types listed below. All examples of what is to be completed will be discussed in class. Please take notes on the presented data.

	Commands - points = 100 total	
1	Point size = 10	
2	Verdana font	
3	Spell checker	
4	Preview	
5	Save/ Save As	
6	Name of file should be your lastname_project2xba	
7	File -Print	
8	All cells should match the example address wise & format.	
9	Currency	
10	Formulas should be used in the calculation section only.	
11	12 month budget is required	
12	Relative, Absolute & fixed formulas	
13	Summations	
14	Print a copy of the spreadsheet, all data must be entered in to the exact cells as presented in the example	
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16	Print a copy of the spreadsheet, all data must be entered in to the exact cells as presented in the example	
17	Save to your flash drive in Project Folder	
18	All Month titles columns should be centered	
19	Column width should be wide to fit on one side of the page - landscape	
20	Excel format for header/footer apply as described in class	