

## Intro To Computers Excel #6 – GrillRite

Objective: Create and format a worksheet for the GrillRite Grills in Hammond, Indiana.

Note: Items typed in **bold** are what you are to enter into the spreadsheet. They should not be bold in the spreadsheet unless you are asked to format them as such.

Here is a preview of what the blank packing slip will look like:

	A	B	C	D
1	<b>GrillRite Grills</b>		<b>Packing Slip</b>	
2	200 Commerce Lane			
3	Hammond, Indiana 46324			
4				
5	<b>Order Date</b>		<b>Date</b>	
6	<b>Order Number</b>		<b>Sales Rep</b>	
7	<b>Purchase Order</b>	GR005-205-11	<b>Account Num</b>	
8				
9		<b>Ship To</b>		<b>Bill To</b>
10	<b>Address</b>		<b>Address</b>	
11				
12				
13				
14				
15				
16				
17	<b>Item</b>	<b>Product No.</b>	<b>Description</b>	<b>Order Quantity</b>
18		1		
19		2		
20		3		
21		4		
22		5		
23		6		
24		7		
25		8		
26		9		
27		10		
28	<b>Total</b>			0
29				
30	<b>Comments</b>			
31				
32				
33				
34				
35				
36				
37				
38				
39				
40			<i>Thank you for your business!</i>	

1. In your *Intro to Computers* folder, create a folder titled *first\_last\_excel\_6* using your first and last name.
2. Start Excel and save the file as *GrillRite.xlsx* in your *first\_last\_excel\_6* folder.
3. Make the following changes to *GrillRite.xlsx*:
  - a. Rename *Sheet1* to **Packing Slip**, then delete *Sheet2* and *Sheet3*.
  - b. Select all cells in the worksheet by clicking the *Select All* button. This is found in the upper left corner of the worksheet where the row and column headings intersect. Make sure the font is the Body font of the current theme.
  - c. Select A1:D3, then set the fill color to black and the font color to white.
  - d. Set the width of columns A through D to 20 and the height of the first row to 36.
  - e. Merge the range A1:B3 and the range C1:D3. In both ranges, left-align and top-align the merged cells.
  - f. In cell A1, enter this text on 3 lines:

**GrillRite Grills**  
**200 Commerce Lane**  
**Hammond, Indiana 46324**

Format the first line of text (GrillRite Grills) in 26pt bold font.

- g. In cell C1, enter **Packing Slip**. Right-align the text and change the font to 26pt bold.
- h. In cells A5, A6, and A7, enter the following 3 lines of text. Right-align the text, make the font bold, and indent the text one character:

**Order Date**  
**Order Number**  
**Purchase Order**

- i. Format cell B5 as a Long Date and left-align the cell.
- j. Put borders around all cells in the range B5:B7.
- k. In cells C5, C6, and C7, enter the following 3 lines of text. Use the Format Painter to copy the formats from A5:B7 to C5:D7

**Date**  
**Sales Rep**  
**Account Num**

- l. In cell B9, enter **Ship To** and in cell D9 enter **Bill To**. Make both cells bold (if they are not already).
- m. In cell A10, enter **Address**. Make it bold, right-aligned and indented one character (if it is not already)
- n. Merge the cells in B10:B15, left-align and top-align the cell contents and then put a border around the merged cell.
- o. In cell C10, enter **Address**. Copy the format from the range A10:B15 into the range C10:D15.

p. Add the following data to the worksheet:

<u>Cell</u>	<u>Data</u>
A17	<b>Item</b>
B17	<b>Product No.</b>
C17	<b>Description</b>
D17	<b>Order Quantity</b>
A18:A27	<i>the numbers from 1 to 10</i>

q. For the range A17:D27, apply Table Style Medium 1, turn off filter arrows, and display the header row, total row, and banded rows. In cell D28, select the SUM function from the list. (Hint: use the pull-down after selecting the cell.)

r. In cell A30, enter **Comments** in a bold font.

s. Merge the range A31:D39, left-align and top-align the cell contents and add a thick box border around the merged cell.

t. In cell D40, enter **Thank you for your business!** in italic, 16pt font. Right-align the cell contents.

u. Now, enter the following data into the packing slip in the appropriate cells:

Order Date: **4/30/2010**

Date: **5/3/2010**

Order Number: **GR3985-11**

Sales Rep: **David Lee**

Purchase Order: **GR005-205-11**

Account Num: **G145**

Ship To Address:

**Kari Essen**

**Hilltop Hardware**

**450 Drake Avenue**

**Monroe, WI 53566**

Bill To Address:

**Hilltop Hardware**

**450 Drake Avenue**

**Monroe, WI 53566**

Item	Product No.	Description	Order Quantity
1	<b>MG301-25</b>	<b>Mini-Grill</b>	<b>5</b>
2	<b>TIG001-15</b>	<b>Table Top Grill</b>	<b>3</b>
3	<b>GC100-25</b>	<b>Grill Cleanser Box (25)</b>	<b>3</b>
4	<b>GTK401-05</b>	<b>Grill Toolkit</b>	<b>10</b>
5	<b>GPK250-15</b>	<b>Grill Parts Kit</b>	<b>3</b>

Comments:

**Please contact shipping manager Brian Simpko (Ext. 315) regarding discount shipping rates.**

4. Save the GrillRite.xlsx file, zip up your *first\_last\_excel\_6* folder. Turn in your *first\_last\_excel\_6.zip* file.