

Intro To Computers

Excel #8 – Life

Objective: Use the provided data to help create a meal planner so that anyone using the workbook can easily determine which foods to avoid.

There is no sample to show you because you are going to use what you have learned to format the worksheet the way you want.

1. In your *Intro to Computers* folder, create a folder titled *first_last_excel_8* using your first and last name.
2. Download the *excel_8.zip* file from <http://www.missblomeyer.com>. Copy *Life.xlsx* and put it in your *first_last_excel_8* folder. Delete *excel_8.zip*.
3. Open *Life.xlsx* and make the following changes:
 - a. Fat contains nine calories per gram. Add a column that calculates the calories from fat for each food item.
 - b. The percentage of fat is calculated by dividing the calories from fat by the total calories. Add another column to the table for percentage of fat.
 - c. Display all calories and grams of fat values with one decimal place. Display the fat percentages as percentages with one decimal place.
 - d. Use the formatting techniques you have learned so far to format the worksheet to make it pleasing to look at and easy to understand. You must include the following in your design:
 - A range merged into a single cell
 - Text centered and rotated within a cell
 - Cell styles applied to one or more elements
 - Border line styles applied to one or more elements
 - e. The FDA recommends for good health that the fat percentage should not exceed 30% of the total calories. Apply a rule to the fat percentages to highlight those food items that exceed the FDA recommendations. Include a legend to document the highlighting color you used.
 - f. Add data bars to display the calories from fat values.
 - g. Determine whether the document should print in portrait or landscape.
 - h. Add a print header. The left section header is your **First Last** name. The right section header is the current date. The center section footer is the text **Page #** (where # is the current page).
 - i. Add appropriate Print Titles and page breaks so that the document will print in an understandable fashion.
 - j. Print the document. If there is more than one page, staple the pages together. Place the printed document in the turn-in basket.
 - k. Set the zoom level of the workbook to 70%.

1. Put the cursor in cell A1.
 - m. Save the *Life.xlsx* file, exit out of Excel.
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4. Zip your *first_last_excel_8* folder. Turn in your *first_last_excel_8.zip* file.