

Self-Check Exercise

1. Begin to create the spreadsheet shown in Figure 1-14 using the guidelines listed below:

In cell C3, type **Carrie's Computers**

In cell C4, type **Sales Report**

In cells C6 through F6, enter the years as labels using QuickFill.

Enter the product names in the block A7 through A10.

2. Using Figure 1-14 as your guide, fill in the rest of the data for 1994, 1995, 1996, and 1997 by selecting a block, and then entering the data.
3. Save the spreadsheet as **Self-Check.wb3**, on H:\spsheet.
4. Add the following comment to cell F6: **The data for 1997 has not been verified.**
5. Delete the comment added to cell F6.
6. Using the Print button, print the spreadsheet.
7. Use the Zoom button on the Toolbar to enlarge the spreadsheet view to 200%, and then use the Zoom button to return the spreadsheet to its normal size.
8. Use Object Help to get information about the Save feature.
9. Close the Help window.
10. Use the Help menu to search for information about Toolbars.
11. Close the Help window.
12. Display the Object Inspector for the active sheet.
13. Close the Active Sheet Object Inspector dialog box.
14. In cell A11, type **Yearly Total**.
15. Save the spreadsheet again.
16. Close the notebook.