

Model Excel _ “Data Entry & Fx”

45 pts.

	A	B	C	D	E	F
1	Fontana Cellars & Inn					
2	Income Statement Data					
3	YEAR ENDED JUNE 30TH					
4	Income Statement Data (in thousands)	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	
5						Total Yearly Revenue
6	Net Revenue	\$ 44,358.00	\$ 48,969.00	\$ 50,266.00	\$ 39,456.00	\$ 183,049.00
7						

Preparation What is a Spreadsheet? Understanding the Interface: Tabs, Rows, Columns.	
1. Enter Text (Subtract 1pt for each typo).	5 pts.
2. Enter Data	5 pts.
3. Insert/Delete Row/Column_Cut/Copy/Paste_Shading.	5 pts.
4. Formatting 4.1 Adjusting Columns Widths. (5pts.) 4.2 Merging and Centering Cells. (5pts.) 4.3 Font, Size and Color. (5pts.) 4.4 Data Formatting: Dollar Sign and Decimal Point. (5pts.)	20 pts.
5. Function Key: Sum Key.	5 pts.
6. Borders	5 pts.

Total: _____