***Before you start, please:***

1. Inset the CIS101 class USB Thumb drive
2. On the USB root folder/directory, create the ***CIS101*** folder (unless the folder already exists)
3. Under ***CIS101***, create ***Week8-Files*** folder (unless the folder already exists)
4. Use ***USB-thumb-drive-letter:\CIS101\Week8-Files*** to store all week seven files
5. Download ***Week8-Assignment.docx*** to ***Week8-Files*** folder
6. Open the ***USB-thumb-drive-letter:\CIS101\Week8-Files\Week8-Assignment.docx*** file,answer all questions, save the changes to the file, and upload to Moodle.

Q1) (10 points – subtract 1 point for each error) Start MS Excel, on the ***New/Templates*** screen, click on ***Blank workbook*** and create a spreadsheet that is identical to the one below (minus the at top-right):

Guidelines:

1. Font = Times New Roman for all
2. Font size:
	1. Pam’s 2016 Expenses header, in black, bold and size = 15
	2. Expense category headers and month, in black, bold and size = 12
3. Dollar values format = Currency
4. Center expense category headers and expense values
5. Select similar colors – don’t have to be identical
6. Use the Sum function to add the totals



1. Save as ***MSExcel File-1.xlsx*** in ***Week8-Files*** folder
2. Snip the file content
3. Save as ***snip-1.jpg*** in ***Week8-Files*** folder.

Paste-snip-1-here