***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 ***Week9-Files*** folder (unless the folder already exists)
4. Use ***USB-thumb-drive-letter:\CIS101\Week9-Files*** to store all week seven files
5. Download ***Week9-Assignment.docx*** to ***Week9-Files*** folder
6. Open the ***USB-thumb-drive-letter:\CIS101\Week9-Files\Week9-Assignment.docx*** file,answer all questions, save the changes to the file, and upload to Moodle.

Q1) (8 points – subtract 1 point for each error) Start Google Sheet 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 ***GoogleSheets-1 in*** ***LBCC\CIS101*** folder
2. Snip the file content
3. Use the red Pen to circle the ***GoogleSheets-1***
4. Save as ***snip-1.jpg*** in ***Week9-Files*** folder.

Paste-snip-1-here

Q3) (2 points) Change the ***GoogleSheets-1*** document permissions so anyone on the Internet ***Can comment*** the document:

1. Right-click on ***GoogleSheets-1***
2. Click on ***Share***
3. Click on ***Advanced***
4. Click on ***Change*** under ***Who has access***
5. Select ***On – On public on the web***
6. From the ***Access*** drop-down menu, select ***Can comment***, then click on ***Save***
7. Use the Snipping tool to capture the permission window
8. Use the red Pen to circle the document permissions under ***Who has access***
9. Save as ***snip-2.jpg*** in ***Week9-Files*** folder
10. Click on ***Done***.

Paste-snip-2-here