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

1. Insert the CS120 class USB Thumb drive
2. On the USB root folder/directory, create the ***CS120*** folder (unless the folder already exists)
3. Under ***CS120***, create ***Week8-Files*** folder (unless the folder already exists)
4. Use ***USB-thumb-drive-letter:\CS120\Week8-Files*** to store all week nine files
5. Download ***Week8-Assignment.docx*** to ***Week8-Files*** folder
6. Open the ***USB-thumb-drive-letter:\CS120\Week8-Files\Week8-Assignment.docx*** file,answer all questions, save the changes to the ***Week8-Assignment.docx*** file, then zip with ***MSExcel File-2.xlsx*** and upload to Moodle.

Q1) (5 points – subtract 1 point for each error) Start MS Excel and create a new spreadsheet that is identical to the one below. Spreadsheet guidelines:

1. Font = Times New Roman for all
2. Font size:
	1. ***College Student Grocery List*** header: color = black, bold, and font size = 14, merge and center
	2. ***Items***, ***Quantity***, ***Price*** and ***Total Price***: color = black, bold, and font size = 12, underline, center
3. Dollar values format = Currency
4. Row 10***Total***: fill color = Green, Accent 6
5. Use the Sum function to add the totals
6. Dollar value for Row 10 ***Total***: bold, double underline
7. Name each worksheet as follows: ***College Student Grocery List***, ***Column Chart***, ***Pie Chart***
8. Save as ***MSExcel File-2.xlsx*** in ***Week 8-Files*** folder







Q3) (5 points) Google Sheets:

1. Open blank sheet in Google Sheets
2. Save as ***GoogleSheet File-2*** in ***LBCC\CS120*** folder
3. Times New Roman font
4. Sheet title/subtitle (LBCC Tuition and Fees 2016-2017): Font-Times New Roman, size 12, bold, merge and center
5. Category headers (credit, tuition only, etc.): Font-Times New Roman, size 12, bold, underline
6. Total cost: fill color-green
7. Create column and bar chart titled LBCC Tuition and Fees 2016-2017
8. Click on the ***Sheet*** tab and snip the screen content
9. Save as ***snip-1.jpg*** in ***Week8-Files*** folder
10. Click on the ***Colum Chart*** tab and snip the screen content
11. Save as ***snip-2.jpg*** in ***Week8-Files*** folder
12. Click on the ***Bar Chart*** tab and snip the screen content
13. Save as ***snip-3.jpg*** in ***Week8-Files*** folder
14. Paste ***snip-1.jpg***, ***snip-2.jpg***, and ***snip-3.jpg*** below, at the very end, and continue with next step
15. Zip both ***Week8-Assignment.docx*** and ***MSExcel File-2.xlsx*** Files
16. Upload zipped file in Moodle.







Paste-snip-1-here

Paste-snip-2-here

Paste-snip-3-here