***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 ***Week7-Files*** folder (unless the folder already exists)
4. Use ***USB-thumb-drive-letter:\CS120\Week7-Files*** to store all week eight files
5. Download ***Week7-Assignment.docx*** to ***Week7-Files*** folder
6. Open the ***USB-thumb-drive-letter:\CS120\Week7-Files\Week7-Assignment.docx*** file,answer all questions, save the changes to the ***MSExcel File-1.xlsx*** and uploadto Moodle.

Q1) (5 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. Spreadsheet guidelines:

1. Font = Times New Roman for all size 12
2. Font color and size:
	1. ***College Expenses for Four Years*** header: color = black, bold, and font size = 15, merge and center
	2. Expense category headers: color = black, bold, and font size = 12 and underline
	3. Year category headers along with totals and average: color = black, bold, and font size = 12
3. Dollar values format = Currency
4. Center expense category headers and expense values
5. Select all borders for cells B4:F7
6. Put a thick outside border A3:G9
7. Use Gold, Accent 4 fill color for cells A1:G1
8. Use Green, Accent 6 fill color for cells A8:G8
9. Double underline cell G8 and single underline G7
10. Use the ***Sum*** function to add the Totals
11. Use the ***Average*** function to calculate the Average
12. Save as ***MSExcel File-1.xlsx*** in ***Week7-Files*** folder



Q2) (5 points – subtract 1 point for each error) Start Google Sheets and produce the same spreadsheet as above with same guidelines:

HINTS: If you don’t find the exact function you used in MS Excel, use a similar Google

Sheets function.

1. Save as ***GoogleSheet File-1 in*** ***LBCC\CS120*** folder
2. Snip the file content (including header and footer)
3. Save as ***snip-1.jpg*** in ***Week7-Files*** folder.
4. Paste ***snip-1.jpg***, at the very end, and continue with next step
5. Zip both ***Week7-Assignment.docx*** and ***MSExcel File-1.xlsx*** files
6. Upload zipped file into Moodle.

Paste-snip-1-here