

Spreadsheet Assignment 2

Excel Online - OneDrive

Use Microsoft OneDrive's online Excel application to complete the following assignment:

- Type in the spreadsheet information as seen below:
 - Use columns **A-E** for spreadsheet information.
 - Main heading** should be size 15, bold, and centered between columns A-E.
 - Subheading** should be initial caps and centered between columns A-E .
 - Column Headings** should be centered over each row and underlined.
 - Section headings**, Income and Expenses, should be centered, bolded, and italicized.
 - Leave a blank row below Total Income.
- Adjust** column **width** if necessary.
- Use formulas to determine the **Total Income and Total Expenses** rows. **Example:**
SUM(B6:B7)
- Format all figures to **currency with 2 decimals**.
- Insert a top and bottom border** to the **Total Income and Total Expenses** rows.
- Leave a blank row then type your name, program used, and file name.
- Save as **Spreadsheet 2**.
- Share** your document electronically with your teacher using OneDrive.

COMPARATIVE INCOME STATEMENT

Green Acres Landscape Service

	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>
<i>Income</i>				
Service Fees	5,389.56	3,488.50	6,847.25	6,784.00
Consultations	1,245.00	1,434.50	1,168.30	1,934.22
Total Income	<hr/> <hr/>			
<i>Expenses</i>				
Advertising	56.45	89.00	39.65	56.00
Salaries	450.00	390.82	500.00	290.00
Supplies	189.23	190.00	156.56	199.22
Truck Expenses	222.00	315.99	250.00	190.00
Other	99.11	124.00	145.39	111.00
Total Expenses	<hr/> <hr/>			

Student Name
Excel Online - OneDrive
Spreadsheet 1