**Directions:**

Develop an **Excel spreadsheet assignment**. Use MS-Word to create the assignment and the step-by-step instructions. You assignment must require the following (**in any order**):

1. Merge & Center
2. Insert a Row in your spreadsheet
3. Insert a Column in your spreadsheet
4. Format cell(s) as CURRENCY
5. Format cell(s) as ACCOUNTING
6. Use the SUM formula
7. Use the AVERAGE formula
8. Use the MINIMUM formula
9. Use the MAXIMUM formula
10. Apply a specific THEME to a spreadsheet
11. Rename a SHEET TAB
12. Use the CELL STYLES feature
13. Format a range of cells with the FORMAT AS TABLE feature
14. Use TABLE STYLE OPTIONS in a table
15. Use the DEFINE NAME feature to name a cell range
16. Use a range name in a formula
17. Use a CUSTOM HEADER
18. Use a CUSTOM FOOTER
19. Print a spreadsheet with values
20. Print a spreadsheet with formulas

Turn-in:

* Worth 50 Points: Your numbered, step-by-step directions (Word document)
* Worth 25 Points: Excel spreadsheet printout – with VALUES
* Worth 25 Points: Excel spreadsheet printout – with FORMULAS