**Excel 2010 Assignment 2**

For this assignment, you will download and edit an Excel 2010 spreadsheet using features and commands taught in this week’s lessons.

**Download the Spreadsheet**Download and save the [Personal Budget spreadsheet](http://assets.gcflearnfree.org/downloads/excel%202010%202%20start.xlsx). For more instructions on how to download files, review: [How to Download a File](http://www.gcflearnfree.org/PopUps/DownloadTips.aspx). *Note: if you see a yellow bar at the top of your document titled "Protected View," be sure to click the "Enable Editing" button so you can complete the assignment.*

**Edit the Spreadsheet**Open the file you just saved and **complete the following steps, in order, step-by-step**. When you are done with the assignment you will save the spreadsheet and submit it to your instructor.**NOTE**: Please do not change any of the default settings (i.e., fonts, formatting, arrangement of items, etc.) or add/delete any additional items or formatting within your assignment unless specifically asked to do so in the instructions below.

1. Make formatting changes, including text alignment, to a specified row or column and apply a freeze to a particular row or column:
   1. **Select Row 1** on the **April Budget** worksheet
   2. Make the following **formatting changes:**
   3. Apply **bold formatting**
   4. Apply **Center Alignment** using the alignment function in the paragraph group
   5. **Freeze Row 1**
2. Create simple formulas to perform standard calculations:
   1. In **cell E2**, create a **simple formula using cell references** that subtracts the **Actual Cost from the Projected Costs**  
      HINT: Your answer should be positive. If your answer is negative, you have reversed the formula.
3. Use the fill handle to copy cell formulas from one cell to many cells:
   1. Use the **fill handle** to fill cells **E3:E19** with the formula in **E2**
4. Sort data in a worksheet using a multiple level sort:
   1. **Select** all of the data in **cell range A1:E19** and perform a **multiple level sort** with these parameters:
   2. For the first level, **Sort by Category** with the **Order A to Z**
   3. For the second level, **Sort by Actual Cost** with the **Order Largest to Smallest**
5. Group cells using the Subtotal Command:
   1. With cell range **A1:E19** still selected, use the **Subtotal Command** to:
   2. Group the rows **At Each Change** in **Category**
   3. Use the **Function**: **Sum**
   4. Add the subtotal to **Projected Cost**, **Actual Cost**, and **Difference**  
      HINT: Be sure that there is a check mark in the box that says **Summary Below Data** and **Replace Current Subtotals** which are both default settings
6. Format data as a table:
   1. **Select** cells **A1:E27**
   2. **Format as Table** using **table style Medium 2**

HINT: Please be careful to only apply the format to the exact cell range listed

1. Modify column and row formatting:
   1. Format the **width** of **Columns A, B, C, D, E** to a specific **width** of **20**
   2. **Wrap Text** in **Column B**
   3. Format the **row height** of **row 27** to a **height** of **35**  
      HINT: There are two ways to change row height and column width. You can use the handle or set the height and width exactly by right clicking on the column or row and choosing column width or row height and manually typing the specific measurement and clicking ok.
2. Filter data in a table to show specific data:
   1. **Filter** the data by **Category** so that **Food, Food Total, Housing, Housing Total, Transportation, Transportation Total** data is visible  
      HINT: Be sure to use the Filter function and **NOT** the Hide feature or the +/- signs on the left of the page.
3. Modify page set up:
   1. Change **Page Orientation** to **Landscape**
   2. Set **Print Area** to **A1:E27**
4. Create complex formulas to manage data:
   1. Select the **Year to Date** worksheet
   2. In cell **B8**, create a **complex formula** that finds the **average of the subtotals in column B**. To do this, create a formula that adds the contents of cell **B2, B3, B4 and B5**. Then **divide the sum of those cells by 4** to find the average. Do not use AutoSum or the AVERAGE function. (HINT: Remember the Order of Operations.)
   3. Use the **fill handle** to copy the formula to cells **C8 and D8**
   4. In cell **B7** use the **SUM function using cell references** to find the SUM of cells **B2, B3, B4 and B5 (B2:B5)**  
      HINT: You must use the SUM function from the Functions Library and not a simple formula
   5. Use the **fill handle** to copy the formula to cells **C7 and D7**
5. Format specific cells:
   1. On the Year to Date worksheet, change the **number format** to **Currency** in cells **B7, B8, C7, C8, D7, and D8**
6. **Delete** the **Budget Categories** worksheet
7. Insert a **new worksheet** **before** the **April Budget**worksheet
   1. **Rename** the **new worksheet** as **May Budget**
8. Copy data from one worksheet to another:
   1. **Copy Row 1** from the **April Budget** worksheet
   2. **Paste** the copied data into the **May Budget** worksheet   
      HINT: **Keep Source Column Widths** when pasting
9. **Save** your spreadsheet and submit to your instructor using the online submission tool