**Excel 2010 Assignment 3**

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 [Yearly Budget spreadsheet](http://assets.gcflearnfree.org/downloads/ex10_Assignment_3_start.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. Select the **Loan** worksheet
2. Use **Goal Seek**, a type of **What-If Analysis**, to determine the interest rate the owner would need to qualify for if the monthly payment was **$900**  
   HINT: Don''''''''t forget that this number must be entered as a negative number. Read the lesson or watch the video, “Using What-If Analysis,” [Lesson 21, Page 3] again if you need more help!
3. Select the **Year-to-Date** worksheet
4. Apply **conditional formatting** that highlights cells less than **$0** in the **Difference column** (select cell range D2:D14)  
   HINT: These are the values that went over the projected monthly budget
5. **Insert** a **comment** that reads “**Over budget this month**” in **each cell** of the **Difference column** for values that went over the projected monthly budget                                            HINT: “Over-budget” means that the number is negative
6. Select cells **A1:C14**
7. Use the selected data to insert a **2-D Clustered Column** chart (if needed, move chart just to the right of the data, ensuring that data is not covered up. DO NOT create a new worksheet for the chart)
8. Change the **Chart layout** to **Layout 1**
9. Change the **chart title** to **Monthly Budget**
10. Change the **Chart style** to any style you wish
11. Select the **Monthly Subtotals** worksheet
12. Insert a **Sparkline** into cell **H2** (using data from B2:G2) using **Line** from the Type Group
13. Show the **High Point** for the Sparkline by selecting High Point from the Show Group
14. Use the **Fill Handle** to create Sparklines in cells **H3:H8**
15. Convert the Line Sparkline in cell **H2** to a **Column Sparkline**  
    HINT: Notice that all the Line Sparklines have now become Column Sparklines
16. Use the **Monthly Subtotals** information by selecting all the data to insert a **PivotTable** into a new worksheet
17. Include the following information in your PivotTable:
    1. Category
    2. Jan
    3. Feb
    4. March
    5. April
    6. May
    7. June  
       HINT: Be sure that Category is in the Row Labels area of the PivotTable Field List
18. Add a **Slicer** to the PivotTable by **Category**
19. **Slice** the PivotTable by **Housing** and **Transportation**
20. **Rename** the new worksheet as **PivotTable**
21. **Save** the spreadsheet and submit to your instructor using the online submission tool