Project #: E-3

Excel Specialist

Level

Basic Intermediate Advanced

Project Title

Employee Roster

New Skill:

☑ Formatting cells as text

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WORK ORDER

Excel Specialist
Project #: E-3

Customer Name: Lawn Enforcement
Assigned to: You, the MS Excel Specialist
Project Title: Employee Roster
Date: (current date, 20xx)

Note: Prior to beginning this project, review the Company Overview provided on page 18.

Project Description

Lawn Enforcement provides businesses with on-site lawn and garden services. There are also employees who work at the office in administrative, sales, or management jobs. It is important that all of the employees are able to stay in contact with one another, ensuring that existing and potential customers receive good service.

Your Job

As the Microsoft Excel Specialist, you will create and format an employee roster for Lawn Enforcement. The company will maintain this document on an ongoing basis.

Tips and Strategies

1. Read all of the instructions before proceeding with the project.
2. When you enter numbers in Microsoft Excel, the cells automatically right-align. A quick way to left-align all cells is to format the entire spreadsheet to text.
3. Whenever you create a spreadsheet, be consistent in the manner in which you input data. For instance, "Admin Assistant" should be consistently entered as "Admin Assistant," not "Administrative Assistant." Consistent data entry will ensure accurate results if you need to filter or sort the data by category at a later time.

Instructions to the MS Excel Specialist

1. Using Microsoft Excel, create a new blank workbook.
2. Save the document as **Project E-3 Employee Roster** in the "Excel Projects" folder within the "Lawn Enforcement Projects" folder.
3. Key the data into the spreadsheet as it appears in **Spreadsheet E-3**. Unless otherwise noted, the font should be set to Arial 10 point.
4. Change the font size of cell A1 to 16 point.
5. Format cells A1 – E4 as bold.
6. Select all cells (*Shortcut: <CTRL>+A*) and format cells to text.
7. Format the width of columns A – C to 15, and format the width of columns D – E to 18.
8. Resave the file.
9. Carefully proofread your work for accuracy.
10. Set the Print Area to include all cells containing data in the spreadsheet.
11. Use Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
12. Print a copy of the spreadsheet if required by your instructor.

	A	B	C	D	E
1	Lawn Enforcement				
2	Employee Roster				
3					
4	LAST	FIRST	EMP ID#	JOB TITLE	PHONE
5	Sylvester	Judith	484738	President	x5187
6	Jones	Raymond	473288	Gardener	852-555-6954
7	Nguyen	Tui	738209	Admin Assistant	x5841
8	Aleman	Tito	835823	Sales Rep	678-555-2579
9	Forsythe	Ralph	381593	Gardener	995-555-4587
10	Higgins	Sheila	759145	Office Mgr	x9875
11	Chu	Tran	575287	Gardener	375-555-8456
12	Cruz	Hilda	584358	Web Master	124-555-9825
13	Marquez	Tony	458216	Gardener	985-555-5858
14	Anton	Talia	581358	Gardener	895-555-6789
15	Fredricks	Susan	246978	Gardener	456-555-8951
16	Munoz	Maria	849351	Receptionist	x7848
17	Forrester	James	786952	Gardener	585-555-9851
18	White	Olivia	289574	Gardener	895-555-5785
19	Whitmore	Kenneth	698542	Accountant	x5815
20	Anderson	Rhonda	369745	Admin Assistant	x9800