

**Excel Specialist**  
**Project #: E-7**

**Customer Name:** Lettuce-Do-Lunch

**Assigned to:** You, the MS Excel Specialist

**Project Title:** Nutritional Facts

**Date:** (current date, 20xx)

**Note:** Prior to beginning this project, review the Company Overview provided on page 16.

**Project Description**

Lettuce-Do-Lunch promotes its sandwiches and salads as great tasting, healthy, fast food choices. Customers have the option to customize their selections and make lighter choices to control their fat intake.

Lettuce-Do-Lunch also has rich desserts on its menu, providing options for customers to satisfy their cravings for sweets. Lettuce-Do-Lunch provides the nutritional information for its desserts so that customers can make informed decisions about eating these treats.

**Your Job**

As the Microsoft Excel Specialist, you will lay out and format the Nutrition Facts—Desserts chart according to the job instructions. The deli will use the Nutrition Facts—Desserts chart in the back of their menu.

**Tips and Strategies**

1. Read all of the instructions before proceeding with the project.
2. Fill colors should be light enough for readers to see the text clearly when printed.
3. Changing the text direction to an angle can help to maintain a standard column width in a document.

### Instructions to the MS Excel Specialist

1. Using Microsoft Excel, create a new blank workbook.
2. Save the document as **Project E-7 Nutritional Facts** in the “Excel Projects” folder within the “Lettuce-Do-Lunch Projects” folder.
3. Key the data into the spreadsheet as it appears in **Spreadsheet E-7**. 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 A3 – I3 as 14 point bold.
6. Format the height of row 3 to 120.
7. Change the text orientation in cells B3 – I3 to 60 degrees.
8. Change the shading to pale orange for cells A4 – I4, A6 – I6, A8 – I8, and A10 – I10.
9. Format the height of rows 4 – 11 to 20.
10. Format the width of column A to 27.
11. Carefully proofread your work for accuracy.
12. Resave the file.
13. Set the Print Area to include all cells containing data in the spreadsheet.
14. Use Print Preview and adjust the Page Setup so that the spreadsheet orientation is landscape and it fits on one page.
15. Print a copy of the spreadsheet if required by your instructor.

	A	B	C	D	E	F	G	H	I
1	Nutrition Facts - Desserts								
2									
3	Item	Calories	Total Fat (g)	Saturated Fat (g)	Cholesterol (mg)	Sodium (mg)	Carbohydrate (g)	Fiber (g)	Protein (g)
4	Chocolate Chip Cookie	85	5	2	14	42	11	0	1
5	Peanut Butter Cookie	247	14	3	18	136	27	1	4
6	Chocolate Cake	286	8	1	1	211	52	0	3
7	Brownie	243	10	3	10	153	39	0	3
8	Carrot Cake	523	31	10	73	410	58	4	7
9	Cheesecake	514	32	20	158	404	48	1	8
10	White Chip Macadamia Cookie	327	18	7	46	153	38	1	4
11	Sugar Cookie	224	11	6	16	136	27	0	2