

Excel Specialist
Project #: E-8

Customer Name: Lettuce-Do-Lunch
Assigned to: You, the MS Excel Specialist
Project Title: Dessert Takeout Menu
Date: (current date, 20xx)

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

Project Description

Lettuce-Do-Lunch is looking to increase sales of its desserts. They are about to launch a promotional campaign that will include television, radio, and print advertising along with signs, as well as dessert takeout menus in the restaurant and on their Web site. Many customers collect takeout menus from local restaurants and call in their orders so that they are ready for pickup when they arrive. Lettuce-Do-Lunch will display the dessert takeout menus at the entrance of the restaurant to provide customers with easy access to them on their way in and out of the restaurant.

Your Job

As the Microsoft Excel Specialist, you will format and lay out the nutritional information on the Dessert Takeout Menu.

Tips and Strategies

1. Read all of the instructions before proceeding with the project.
2. Carefully check your results after entering the formulas in the spreadsheet.

Instructions to the MS Excel Specialist

1. Using Microsoft Excel, create a new blank workbook.
2. Save the document as **Project E-8 Dessert Takeout Menu** 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-8**. Unless otherwise noted, the font should be set to Arial 10 point.
4. Format the width of column A to 6.
5. Format the width of column B to 52.
6. Format the width of columns C, D, and E to 10.
7. Format column B as follows:
 - a. Format the Vertical Text alignment to the top.
 - b. Format the Text control to wrap text.
8. Merge cells A1 – E1.
9. Format row 1 to 20 point bold and center-aligned.
10. Merge cells A3 – E3.
11. Format row 3 to 16 point bold and center-aligned.
12. Format row 6 as bold and italic.
13. Right-align cells D6 and E6.
14. In rows 8, 11, 14, 17, 20, 23, 26, and 29, format each row to bold and the height to 21.
15. In rows 9, 12, 15, 18, 21, 24, 27, and 30, format the height to 39.
16. Format cells B9, B12, B15, B18, B21, B24, B27, and B30 as italic.
17. Select columns D and E and format as currency using the dollar sign symbol.
18. Enter a formula in cell E8 to compute the price for one dozen chocolate chip cookies at a 50% discount.
Hint: In cell E8, key $=D8*12*0.5$.
19. Copy the formula in cell E8 and paste it in cells E11, E14, and E17.
20. Display formulas in your spreadsheet by using <CTRL>+` to check for accuracy.
21. Carefully proofread your work for accuracy.
22. Resave the file.
23. Set the Print Area to include all cells containing data in the spreadsheet.
24. Use Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
25. Print a copy of the spreadsheet if required by your instructor.

	A	B	C	D	E
1	Lettuce-Do-Lunch				
2					
3	Dessert Takeout Menu				
4					
5					
6		This month, cookies are 50% off by the dozen		One	Dozen
7					
8		Chocolate Chip Cookie		1.75	<formula>
9		Basic and classic chocolate chip cookie served warm.			
10					
11		Peanut Butter Cookie		1.75	<formula>
12		Made with crunchy peanut butter and served warm.			
13					
14		White Chocolate Chip Macadamia Nut Cookie		1.75	<formula>
15		Made with generous chunks of macadamia nuts from Hawaii.			
16					
17		Sugar Cookie		1.75	<formula>
18		Shortbread-like cookie with delicate hint of almond.			
19					
20		Chocolate Cake		3.99	
21		Drizzled with warm chocolate sauce and topped with pecans.			
22					
23		Brownie		1.99	
24		Topped with homemade chocolate icing, this is a chewy, chocolate lover's delight!			
25					
26		Carrot Cake		2.99	
27		Made with freshly grated, locally grown carrots and cream cheese icing.			
28					
29		Cheesecake		3.99	
30		A traditional New York cheesecake with a scrumptious strawberry glaze.			