

Computer Exercise #8
Computer Literacy Macintosh / Windows Series

- STEP 1: Using the Microsoft Excel application, create a new spread sheet from scratch.
- STEP 2: Reproduce the spreadsheet with its charts.
- STEP 3: Edit the document to be sure that it is 100% error free of all mistakes
- spelling - punctuation - grammar
- proof read the document on the monitor.
{do not waste paper by printing test copies.}
{WYSIWYG : what you see on the screen is exactly what you'll get in print.}
- STEP 4: Save the file on your network volume with the file name **Screen Name - Ex. 8**
- STEP 5: Print out the document and hand in.
- STEP 7: Put a copy of this file {Last Name - Ex. 8} in the correct network sub-directory.

Courses Network Directory
Computers sub-directory
Literacy sub-directory
Summer Session sub-directory

You will be graded on both the printed copy and the copy submitted to the network sub-directories.

NOTE(s): Be sure your name is typed on the document {not hand written}.

	A	B	C	D	E	F	G
1	Economic Growth						
2					Prepared By : Name		
3							
4		Govt	Mfg	Const	Mining	Services	Agri
5	Jan	6	3	23	-11	1	-5
6	Feb	3	15	10	-4	-5	6
7	Mar	6	9	5	-9	6	3
8	Apl	12	-6	15	0	1	-5
9	May	-11	1	4	2	3	0
10	Jun	8	3	9	1	1	-5
11	Jul	5	5	11	4	3	-1
12	Highest	12	15	23	4	6	6
13	Lowest	-11	-6	4	-11	-5	-5

