Starter File: None. Open Excel® to a new worksheet to start this project.

Using the example on the right and the directions below, complete the spreadsheet for Katie's Doggie Hut—a local small business.

1. Change the font style to Arial and the font size to 10 points for all of the cells in the spreadsheet.

2. In cell A3, type Monday and use Autofill (or the fill handle **+**) to copy down through Sunday in cell A9. Don't worry about sizing the cells now. Just type the information, formatting will come later.
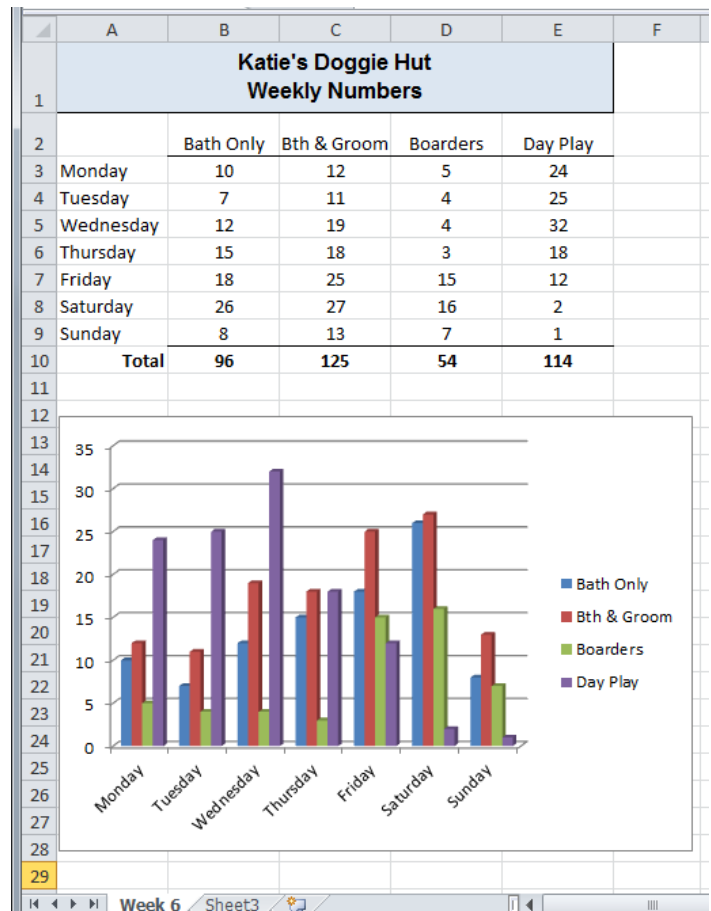
3. Type the following column headings into each cell specified:
B2: Bath Only
C2: Bth & Groom
D2: Boarders
E2: Day Play

	A	B	C	D	E	F
1		Katie's Doggie Hut Weekly Numbers				
2		Bath Only	Bth & Groom	Boarders	Day Play	
3	Monday	10	12	5	24	
4	Tuesday	7	11	4	25	
5	Wednesday	12	19	4	32	
6	Thursday	15	18	3	18	
7	Friday	18	25	15	12	
8	Saturday	26	27	16	2	
9	Sunday	8	13	7	1	
10	Total	96	125	54	114	

4. Center-align all of the column headings and Best Fit the column heading for all columns or individually adjust each column heading so that all text is visible in each column.

5. Use the finished image to fill in the numbers for each column. Next, center-align all of the numbers.

6. For the title, you are going to merge and center the cells in the range A1:E1 and type the title: Katie's Doggie Hut. Then use *Alt / Enter* (i.e., hold down the *Alt* key and then hit the *Enter* key) to create the second line: Weekly Numbers. This action will cause the text to wrap to the second line.

7. Adjust the row height for the title to at least 36 points. The text will already be center-aligned horizontally (from step 6), but now you should also middle-align the text (top to bottom) within the cell using the alignment icons in the alignment group.

8. Make the following formatting changes to the title:
   a. Bold it.
   b. Change the cell fill-color to Blue Accent 1, Lighter 80%. If you are using a different version of Excel® that doesn't have that exact blue, just use a light blue from your palette.
   c. Change the font size to 12 points.

9. Add an outside border to the title.

10. Increase the text of the column headings for B through E to 11 points.

11. Increase the height of Row 2 to 24 points and add a border under cells B2:E2.

12. Enter the word Total in cell A10, then bold and right-align it within the cell. (You can use the word Totals if that makes more sense to you.)

13. Use the *Autosum* feature (Σ) to add and display the totals in row 10.

14. Bold each of the Totals values and add a top border to the cells B10:E10.

15. Insert a column chart using the range A2:E9. Select the 3-D Clustered Column format. (Be careful NOT to add the Totals row to the chart!)

16. Move the column chart so the upper left corner is in the middle of cell A12 and adjust the sides so that the right bottom corner is in the middle of F28.

17. Rename the Sheet1 worksheet tab as Week 6.

18. Add a footer to the worksheet that shows the date on the left and your name on the right. Remember, you will not see the footer unless you are in Page Layout view, but you will see the footer when you are in the Backstage view on the File ribbon before printing.

19. Check that the worksheet will print on one sheet of paper. If needed, make adjustments and then print.

20. Save the workbook as Chapter 1 Practice before closing the file.