

## Guided Project 1 -3 (Mac 2016 Version)

In this project, you edit a worksheet for Wear-Ever Shoes that tracks their product inventory. You change the zoom size, reset the panes, and format data. You copy an existing formula to calculate the value of the current stock and insert a column for new data. After adjusting print options, you set a print area for a specific product line.

### Skills Covered in This Project

- Open and save a workbook.
- Change zoom size and remove a split.
- Freeze panes.
- Format labels and values.
- Use the **Fill Handle** to copy a formula and fill a series.
- Check spelling.
- Apply a workbook theme, cell styles, and font attributes.
- Merge & center labels.
- Insert a column and adjust column widths and row heights.
- Adjust alignment, indents, and borders.
- Rename the sheet tab.
- Use Page Layout view to insert a footer.

Step 1:  
Download  
start file

- Open the **WearEverShoes-01.xlsx** start file. If the workbook opens in Protected View, click the **Enable Editing** button so you can modify it. The file will be renamed automatically to include your name. Change the project file name if directed to do so by your instructor, and save it.

**NOTE:** If group titles are not visible on your **Ribbon**, click the Excel menu and select **Preferences** to open the **Excel Preferences** dialog box. Click the **View** button and check the **Show group titles** check box under **Ribbon**. Close the **Excel Preferences** dialog box.

- Remove a split and freeze panes.
  - Click the **Split** button [View tab, Window group]. The split is removed.
  - Click cell **A4** to freeze the column titles at this position.
  - Click the **Freeze Panes** button [View tab, Window group].

d. There is a solid border between rows 3 and 4 to mark the pane.

e. Scroll to row **31** and click cell **E31**. The column titles are frozen.

f. Type **3** and press **Enter** (Figure 1-91).  
g. Press **fn+ control +Left Arrow**. The insertion point returns to cell **A4**.

Row	A	B	C	D	E	F	G	H
1	Wear-Ever Shoes							
2	Current Stock							
3	Product ID	Product	Color	Size	Quantity	Month or 1/Cost	Value	
4	WE0013	Comfy Walking Shoes	Taupe	7.5	2 W	47.5		
5	WE0014	Comfy Walking Shoes	Brown	8	3 W	47.5		
6	WE0015	Lazy Flip-Flops	Pink	6	4 W	7.5		
7	WE0016	Lazy Flip-Flops	Black	7	0 W	7.5		
8	WE0017	Lazy Flip-Flops	Pink	8	2 W	7.5		
9	WE0018	Lazy Flip-Flops	White	6	3 W	7.5		
10	WE0019	Lazy Flip-Flops	White	7	1 W	7.5		
11	WE0020	Lazy Flip-Flops	White	8	2 W	7.5		
12	WE0021	Lazy Flip-Flops	Brown	6	2 M	7.5		
13	WE0022	Lazy Flip-Flops	Brown	7	4 M	7.5		
14	WE0023	Lazy Flip-Flops	Brown	10	2 M	7.5		
15	WE0024	Lazy Flip-Flops	Brown	11	2 M	7.5		
16	WE0025	Seriously Tall Boots	Black	6	0 W	42.5		
17	WE0026	Seriously Tall Boots	Black	8.5	0 W	42.5		
18	WE0027	Seriously Tall Boots	Black	7	1 W	42.5		
19	WE0028	Seriously Tall Boots	Black	7.5	3 W	42.5		

1-91 Panes frozen at cell A4

# Pearson Guided Project 46 Answers

**University of Cambridge**

## Pearson Guided Project 46 Answers:

**Insight into Theoretical and Applied Informatics** Andrzej Yatsko,Walery Suslow,2015-01-01 The book is addressed to young people interested in computer technologies and computer science The objective of this book is to provide the reader with all the necessary elements to get him or her started in the modern field of informatics and to allow him or her to become aware of the relationship between key areas of computer science The book is addressed not only to future software developers but also to all who are interested in computing in a widely understood sense The authors also expect that some computer professionals will want to review this book to lift themselves above the daily grind and to embrace the excellence of the whole field of computer science Unlike existing books this one bypasses issues concerning the construction of computers and focuses only on information processing Recognizing the importance of the human factor in information processing the authors intend to present the theoretical foundations of computer science software development rules and some business aspects of informatics in non technocratic humanistic terms

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**Guide to Australian Languages** Claire Bowern,2023 This book is a wide ranging reference work covering the more than

550 Indigenous languages of Australia The chapters in the book explore typology and classification linguistic structures sociolinguistics and language variation and language in the community The final part offers sketches of a selection of languages sub groups and families

**Readers' Guide to Periodical Literature** Anna Lorraine Guthrie,1953 An author subject index to selected general interest periodicals of reference value in libraries

*Survival Guide for Students* Globe Fearon,Globe Fearon Educational Publishing,Pearson Education Canada,1997

**El-Hi Textbooks and Serials in Print, 1995** R R Bowker Publishing,1995-02    *El-Hi Textbooks in Print* ,1984    Hospital Periodical Literature Index ,1960

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Cambridge University Reporter University of Cambridge,1970

**Bibliographic Guide to Dance** New York Public Library. Dance Collection,1994

**Paperbound Books in Print** ,1966    Vocational-technical Learning Materials Bruce Reinhart,1974    Literacy Portfolios Roberta B.

Wiener,Judith H. Cohen,1997 This text explores the theory and practice of contemporary strategies in literacy teaching and assessment with a focus on the use of literacy portfolios within the context of integrated language arts literature based teaching environments It explains step by step how the process of using a literacy assessment portfolio to enhance responsibilities and attainment of literacy and provide teachers with the necessary instruction for effective teaching Using many real life examples the book explains how these portfolios assess and guide reading and writing and shows how to apply the portfolio concepts to students or readers of different ages and literacy developmental levels in mainstream or special needs settings

**School Shop** ,1956    **The Reference Catalogue of Current Literature** ,    Cumulated Index to the Books ,1947

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