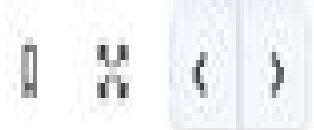


Instructions - Excel Skill Check #1 (10%) ▾



- 1) Use the Excel sheet you created for the Excel Basics Practice Activity (i.e. your table).
- 2) Add the "funnel" SmartArt graphic to your worksheet; for the text, write three elements that make up something (if it's your choice, but try to make it fit with your table's contents if possible), plus the sum of those elements. Change the SmartArt style to Polished.
- 3) Add three bullet points in one cell. Each bullet point should have at least one word beside it (try to make it a word that fits with the table). *Please note - For Windows users, you need to use the numerical keypad, not the numbers at the top.*
- 4) Add a shape that fits with the content of your table (e.g. an arrow pointing at a value).
- 5) Add a text box that explains your table. It doesn't have to be complicated, just anything that you think fits.
- 6) Add a page number and header (title) to your sheet using Page Layout. You only have to add a page number and a header to the first page. The title should be fitting with the table.
- 7) After that, go to Encrypt With Password to protect the workbook with a password. *Note - The password needs to have the following: At least eight characters, lowercase letters, uppercase (capital) letters, numbers, and symbols. Don't make it an easy password.*
- 8) Please be sure to add the correct password in the Comments section of the Dropbox after you upload it so I can open your Excel workbook.
- 9) After you're done, upload the Excel sheet into the Dropbox.

Skill Check Excel 20answers

M.L. Humphrey



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