Now that you have finished Excel Chapter 1 and mastered its objectives, it’s time for a challenge! This document will show you the benefit of being able to use two applications within one document.

Begin by keying the opening lines of the memo as shown above, as well as the first paragraph, then touch the Enter key two times (to leave one blank line for the worksheet). Move your cursor so it is on the first blank line after the first paragraph. To insert the worksheet, click on the Insert tab. Next, click on the Table button and select Excel Spreadsheet (this will open a blank Excel worksheet). Enter the heading and subheading information first. Do not apply any formatting until you have entered all of the data into the worksheet. Enter the rest of the information as shown. Calculate all totals using the AutoSum function.

Format the headings and subheadings using your choice of Cell Styles. Format the rest of the worksheet using your choice of accent color, font size and style, borders and currency formatting. Challenge: Use the Help function to remove the gridlines from the table.

After you have finished the worksheet, click outside of it to return to the Word document. Click on the table one time to select it then using your center align button, horizontally center the table in the document. Move your cursor down below the worksheet and key the rest of this memo.

Good Luck!