

D. Excel Refresher – Vintage Vinyl Records

Purpose: Refresh your basic Excel to enter values, formulas, functions and graphs.

Excel Refresher Components:

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D.0 – Downloading Excel to your Personal Computer

As UNCW students you are permitted to download a full copy of the following Microsoft products to your personal computer: Word, Excel and PowerPoint. Versions are available for both MAC's and PC's.

We highly recommend you download the Office software to your machine as it will assist you in completing the remaining Excel assignments. This will save you from using Horizon for these assignments.

- a. In a browser, go to <https://www.office.com>
- b. It should begin to download the office package and if not, look for an 'Install' link in the top right portion of your screen
- c. Once it fully downloads, it will begin to install the Office software
- d. At some point, it will ask you to authenticate yourself, please enter your UNCW email (including @uncw.edu), as this is what permits you to use the software while a student at UNCW.
- e. Once installed, look for the Excel on your machine (for MAC people, it most likely be in your tray as the last item entered).
- f. You are now ready to use the version of Excel on your machine, permitting you to avoid Horizon for the rest of the semester.

D.1 - Excel Concepts Overview

Basic Spreadsheet Applications like Excel are used by business professionals to assist them to quickly analyze typical business situations. Examples include,

- What is my profit?
- What would be the best alternative to choose based on costs?
- What might be the most profitable sales mix of different products?

Spreadsheets depend on the capability to quickly recalculate the impact of a changing set of numbers. Consequently, a key concept is that the totals (for a column) that might indicate a period like a quarter of the year (April, May June) **must be a formula** and not a hard coded number (i.e. do not put 284 directly in cell B5 as shown in Figure D-1, but use a formula instead). Assume you have the spreadsheet shown in Figure D-1:

| | A | B | C |
|---|-------------|------|------|
| 1 | Sales | 2021 | 2022 |
| 2 | Product 1 | 73 | 89 |
| 3 | Product 2 | 86 | 91 |
| 4 | Product 3 | 125 | 100 |
| 5 | Total Sales | 284 | 280 |

Figure D-1: Simple spreadsheet to calculate total sales

A user would enter numbers to indicate the sales for each product and each year directly into cells (B2 through C4), as shown in Figure D-1.

However, you would want to use a formula in B5 and C5, so that if any values changed in rows 2 to 4, the total in row 5 would reflect that change without changing the formulas in B5 or C5.

The formula in **B5 would be** to use the **SUM Function**. The SUM function should be used in particular when **adding a group of adjacent cells (called a range in Excel)** as in: =SUM(B2:B4). Note that the colon (:) between the first cell and last cell implies the word **THROUGH**. Also, note that in Excel every formula starts with an = (equals) sign.

Using the SUM function to add up the values in a range is appropriate in most cases because if the user later inserts a new product and thus a new row (e.g., between B3 and B4), the SUM function will still work (as it would change automatically to =SUM(B2:B5) and add up all values from the first to last values, including the new row. However if you used =B2+B3+B4, for cell B5, it would not change if you added a new row between B3 and B4, and your answer would be incorrect (it would result in a formula of =B2+B3+B5, ignoring the new row inserted between 3 and 5).

Many new students use the SUM function incorrectly, SUM implies addition; thus the following would be an improper use of the SUM function as an entry in B5:

SUM(B4*B3) - instead use B4*B3
 SUM(B4/B3) – instead use B4/B3
 SUM(B4-B3) – instead use B4-B3
 SUM(B3,B4,B5) – instead use SUM(B3:B5)

All Excel projects are graded with the help of an automated grading system, which means that you must place all formulas, headings etc. in the exact cells specified or the grading system will not find your work. Do not insert extra rows or columns! In addition, DO NOT change sheet names unless instructed to change the default names

D.2 – Creating a New File or Downloading your Starting File

Please Note:

- This assignment is not intended to be a beginner's tutorial. It assumes that you have basic knowledge about Excel and how to use it. For example, we assume that you know what a formula is and how to enter one (starts with an "="). **As a reminder, never use SUM for subtraction, multiplication or division.**
 - Do you own work, and do not share any files with others.**
- To start this assignment (check with your instructor to determine which option applies, **for Janicki's sections you will not download a starting file, you should start a new Excel file from scratch**):
 - You will either create a new spreadsheet from scratch on your OneDrive area or in the "Documents" folder on your personal computer. Name the file **yourLastNameExcelRefresher.xlsx** as in appleExcelRefresher.xlsx

OR

 - Or some instructors (check with your instructor) desire for you to download a starting template from Entropy as shown in Figure D-2.
 - find the Upload files/download link in Entropy and **Download the Template for the Excel Refresher assignment:** (If you do not see the download link, then you should refer back to 1a and start from scratch).

File Upload/Download

The following projects are available for upload/download

| Assignment Name | Due | Due Time | Late Acceptance Until | File Type | Upload | Download |
|-----------------------------|------------|----------|-----------------------|-----------|------------|----------------------------|
| Project 7 - Excel Refresher | 12/25/2020 | 11:59 PM | 12/25/2020 | XLSX | Upload Now | Download Starting Template |

Figure D-2: Entropy screen for Excel upload/download files

- Save the downloaded file to either in your **Download folder, then copy to either Documents or OneDrive.** Do not open the spreadsheet in a browser
- Rename the file **yourLastNameExcelRefresher.xlsx** as in appleExcelRefresher.xlsx
- Do not share this file with anyone else; it has been created just for you.**

D.3 – Spreadsheet Setup

In this assignment, we create a profit and loss spreadsheet for a Vintage Vinyl Records store. A sample image of the completed worksheet is found later in this document (Figure D-14 on page E-9).

D.3.1. – Spreadsheet Headings

1. Place the title “**Vintage Vinyl Records**” in A1 and **your name and section number** in A3. Both title and name should be centered across columns A-E. To do this action, look for the center across icon to the right of the full justification icon (Figure D-3) in the Alignment Section. In addition, modify A1 and A3 to be bold, a larger font size and different color for your entries.

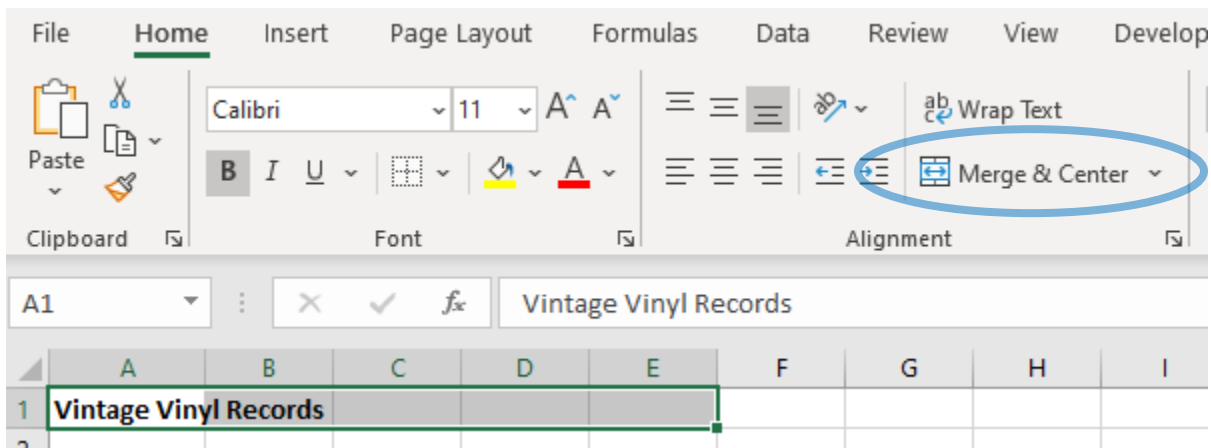


Figure D-3: Merge and center the Spreadsheet Title

2. Increase the font size and the color of both the Vintage Vinyl row and your name row. Figure D-4.

| | A | B | C | D | E |
|---|------------------------------|---|---|---|---|
| 1 | Vintage Vinyl Records | | | | |
| 2 | | | | | |
| 3 | My Name - Section 003 | | | | |
| 4 | | | | | |

Figure D-4: Centered and Larger Spreadsheet Headings

3. In your spreadsheet, starting in B6, place **July August, September** and **Total Quarter**.
 - a. Bold the entries
 - b. Expand the width of the columns (you may want to make the monthly columns width 10 (right click on column B and then Column Width to set the width, repeat for C and D)
 - c. Center the column headings
 - d. See Figure D-5.

| | | | | | |
|---|--|-------------|---------------|------------------|----------------------|
| 5 | | | | | |
| 6 | | July | August | September | Total Quarter |
| 7 | | | | | |

Figure D-5: Column headings, bolded, centered and monthly columns spaced equally.

D.3.2. – Spreadsheet Row Definitions

4. As your first-row definition entry, place **Revenues** in cell A7, bold the entry.
5. Then starting in cell A8, place Vinyl – New; in cell A9, DVD's - Movies. Refer to Figure D-6 to complete the entries in A10 through A15. Remember since this project will be graded by an automated grading program, you MUST use the rows and columns indicated. For example, in A8, the entry must be Viny-New.

| | | | | | |
|----|-----------------------|------|--------|-----------|---------------|
| 6 | | July | August | September | Total Quarter |
| 7 | Revenues | | | | |
| 8 | Vinyl - New | | | | |
| 9 | DVD's - Movies | | | | |
| 10 | CD's - Music | | | | |
| 11 | Misc Items | | | | |
| 12 | Vinyl - Used | | | | |
| 13 | Total Revenues | | | | |
| 14 | Less Returns | | | | |
| 15 | Net Revenues | | | | |

Figure D-6: Setup for the Sales (Revenues) segment of the Profit and Loss Statement.

6. Format A7 to A15 as follows (and shown in Figure D-6)
 - a. Bold Revenues, Total Revenues and Net Revenues
 - b. Indent Cells A8 to A12 by highlighting A8 to A12 and then clicking the move right icon in the Alignment Group in the Tool Ribbon as shown in Figure D-7
 - c. Do the same for A14.
 - d. From the Font group of Options in the Tool Ribbon, highlight B12 to E12, and select the Bottom Border from the Font area of the Tool Ribbon (Figure D8.
 - e. Finally, highlight B15 to E15 and select the Top Border and Double Bottom Border options.

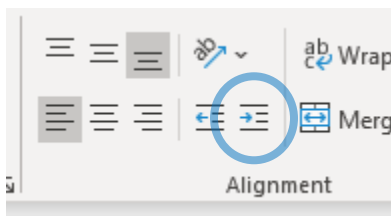


Figure D-7: Indenting a series or one cell.

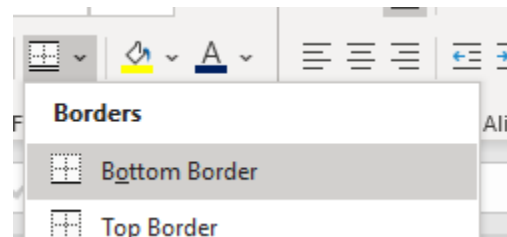


Figure D-8: Selecting Borders

7. When Step 6 is complete, your spreadsheet should look like Figure D-6.
8. Save your work at this point.

9. After setting up the Revenues section, we move to the Costs section and begin with the **Operating Costs** in A17.
10. See Figure D-9 to complete the costs sections, you should place entries in A18 to A21 and format as shown in Figure D-9. You may need to expand the width of Column A.

| 6 | | July | August | September | Total Quarter |
|----|------------------------------|------|--------|-----------|---------------|
| 7 | Revenues | | | | |
| 8 | Vinyl - New | | | | |
| 9 | DVD's - Movies | | | | |
| 10 | CD's - Music | | | | |
| 11 | Misc Items | | | | |
| 12 | Vinyl - Used | | | | |
| 13 | Total Revenues | | | | |
| 14 | Less Returns | | | | |
| 15 | Net Revenues | | | | |
| 16 | | | | | |
| 17 | Operating Costs | | | | |
| 18 | Cost New Items | | | | |
| 19 | Cost Used Items | | | | |
| 20 | Employee Costs | | | | |
| 21 | Total Operating Costs | | | | |

Figure D-9: Set up for Sales and Operating Costs segments of the Profit & Loss Statement.

11. The third section contains **Other Expenses** (A23), including: Advertising, Social Media etc. See Figure D-10 to complete your Other Expenses section of the Profit and Loss Statement. Note that for A28 to A30 you should include 3 expense items of your own choosing. Meaning create the expense names for other types of expenses you might expect for a vintage vinyl store.
12. Format this section to look Figure D-10.

| | | | | | |
|----|-----------------------|--|--|--|--|
| 23 | Other Expenses | | | | |
| 24 | Advertising | | | | |
| 25 | Social Media | | | | |
| 26 | Utilities | | | | |
| 27 | Maintenance | | | | |
| 28 | Your own Exp 1 | | | | |
| 29 | Your own Exp 2 | | | | |
| 30 | Your own Exp 3 | | | | |
| 31 | Total Expenses | | | | |
| 32 | | | | | |

Figure D-10: Set up for Other Expenses segment of the Profit & Loss Statement

13. Enter **Profit before Taxes** in A34, and **Profit as % of Sales** in A36. Format these two rows as shown in Figure D-11.

| | | | | | |
|----|-----------------------------|--|--|--|--|
| 34 | Profit Before Taxes | | | | |
| 35 | | | | | |
| 36 | Profit as % of Sales | | | | |

Figure D-11: Setup of Profit and Profit % segment of the Profit & Loss Statement

D.3.3 – Entering Cell Values

14. To determine the performance of the store, start by making up your own revenue numbers to be entered into Cells B8 to D12, and B14 to D14. In addition, add the Expense Items in Cells B24 to D30. You may use the #'s in the Figure or make up your own values for each Cell. See Figure D-12.
15. Format all cells in the range of B8 to E34 as Currency. Highlight all cells from B8 to E34 and then click the \$ Symbol in the Number Section of the Tool Bar (or right click, then Format, Currency).

| | | | | | |
|----|------------------------------|-------------|---------------|------------------|----------------------|
| 6 | | July | August | September | Total Quarter |
| 7 | Revenues | | | | |
| 8 | Vinyl - New | \$ 150.00 | \$ 200.00 | \$ 227.00 | |
| 9 | DVD's - Movies | \$ 83.00 | \$ 91.00 | \$ 100.00 | |
| 10 | CD's - Music | \$ 52.00 | \$ 76.00 | \$ 88.00 | |
| 11 | Misc Items | \$ 37.00 | \$ 41.00 | \$ 16.00 | |
| 12 | Vinyl - Used | \$ 101.00 | \$ 79.00 | \$ 106.00 | |
| 13 | Total Revenues | | | | |
| 14 | Less Returns | \$ 8.00 | \$ 12.00 | \$ 9.00 | |
| 15 | Net Revenues | | | | |
| 16 | | | | | |
| 17 | Operating Costs | | | | |
| 18 | Cost New Items | | | | |
| 19 | Cost Used Items | | | | |
| 20 | Employee Costs | | | | |
| 21 | Total Operating Costs | | | | |
| 22 | | | | | |
| 23 | Other Expenses | | | | |
| 24 | Advertising | \$ 5.00 | \$ 9.00 | \$ 10.00 | |
| 25 | Social Media | \$ 15.00 | \$ 22.00 | \$ 30.00 | |
| 26 | Utilities | \$ 6.00 | \$ 9.00 | \$ 12.00 | |
| 27 | Maintenance | \$ 3.00 | \$ 8.00 | \$ 1.00 | |
| 28 | Your own Exp 1 | \$ 10.00 | \$ 12.00 | \$ 14.00 | |
| 29 | Your own Exp 2 | \$ 7.00 | \$ 8.00 | \$ 9.00 | |
| 30 | Your own Exp 3 | \$ 3.00 | \$ 5.00 | \$ 7.00 | |
| 31 | Total Expenses | | | | |

Figure D-12: Values for Revenues and Expenses and formatting as Currency

D.4 – Entering Formulas

Entering formulas in rows 13, 15, 18 to 21, 31, 34 and 36 as well as column E will make your spreadsheet flexible and be able to produce the Profit and Loss statement regardless of the numeric values in the previous cells you entered. As you complete your formulas, you may want to compare your results with Figure D-14 on the next page.

16. Total Revenues (B13 to D13) is calculated as the sum of Vinyl New to Vinyl Used. Use the SUM function to add these adjacent cells. You should use the **colon (:)** in your SUM function to add all cells from the starting cell **through** the ending cell (remember this is called a range).
17. Copy the formula in Cell B13 to column C13 and D13 using the COPY shortcut as follows.
 - a. Place your mouse over the square in the lower right hand corner of the cell containing the formula (B13) to be copied **until a +-sign appears**
 - b. Press the left mouse button and while keeping it pressed highlight the cells where the formula needs to be copied to (in our example C13 to D13) before releasing the left mouse button (See Figure D-13). This procedure is explained in more detail in a later section when we introduce the concept of relative versus absolute references.

| | | | | |
|----|----------------|-----------|----------|-----------|
| 12 | Vinyl - Used | \$ 101.00 | \$ 79.00 | \$ 106.00 |
| 13 | Total Revenues | \$ 423.00 | | |
| 14 | Less Returns | \$ 8.00 | \$ 12.00 | \$ 9.00 |

Figure D-13: Copy a formula by dragging it (in this example from B13 to C13 and D13)

18. Net Revenues (B15) should also be a formula, but this time a SUM is not needed as we are not adding adjacent cells. Merely subtract B14 from B13. Then copy across to cells C15 and D15
19. To determine **Operating Costs**, enter the appropriate formulas as follows:
 - a. **Costs of New Items** (row 18) is 35% of Items in rows 8 to 11, less row 14
 - i. **Hint:** Start by using a SUM to add rows 8 to 11,
 - ii. After the =SUM(xxx : xxxx) insert a minus sign and Cell Reference to subtract row 14 (in the same column)
 - iii. **Finally** multiply the result by .35. (You will need to put items in i and ii above in parenthesis before you multiply by .35, your final formula should look somewhat like =(SUM(xxxx : xxxx) – xxxx) *.35 (where xxxx are specific cell references)
 - b. **Cost of Used Items** (row 19) are 25% of items in row 12. (No SUM, just use a * to multiply.)
 - c. **Employee Costs** (row 20) are 20% of Net Revenues. (No SUM, just use a * to multiply.)
20. **Total Operating Costs** (row 21) are then calculated by SUMMING the Cost of New Items through Employee Costs.
21. **Total Expenses** (row 31) are calculated as the SUM of all of the items in Other Expenses.
22. **Profit Before Taxes** (row 34) is calculated as Net Revenues minus Total Operating Costs and minus Total Expenses
23. **Profit %** (row 36) is calculated as the Profit before Taxes divided by Net Revenues. Format as a percentage with one decimal place. To do this, use the Number segment of the Tool Bar Ribbon to help with formatting as a percent with 1 decimal place (or right click, then Format, and select the appropriate entry).

24. Column E (**Total Quarter**) should be the sums of July, August and September for rows 8 through 34.
- Note: E36 is NOT the SUM of B36 to D38, it must be calculated using the same formula as B36, adjusted for the proper column (E).
25. **Important:** Make sure to use formulas for all totals. Never enter a number (i.e. typing the numbers) where formulas should be located! In addition, use SUM functions as appropriate, not A3+A4+A5+A6 etc. See Section E.1, Excel Concepts Overview for more details
26. Compare your worksheet with Figure D-14 and **save your work!**

| | | | | | |
|----|------------------------------|-------------|---------------|------------------|----------------------|
| 6 | | July | August | September | Total Quarter |
| 7 | Revenues | | | | |
| 8 | Vinyl - New | \$ 150.00 | \$ 200.00 | \$ 227.00 | \$ 577.00 |
| 9 | DVD's - Movies | \$ 83.00 | \$ 91.00 | \$ 100.00 | \$ 274.00 |
| 10 | CD's - Music | \$ 52.00 | \$ 76.00 | \$ 88.00 | \$ 216.00 |
| 11 | Misc Items | \$ 37.00 | \$ 41.00 | \$ 16.00 | \$ 94.00 |
| 12 | Vinyl - Used | \$ 101.00 | \$ 79.00 | \$ 106.00 | \$ 286.00 |
| 13 | Total Revenues | \$ 423.00 | \$ 487.00 | \$ 537.00 | \$ 1,447.00 |
| 14 | Less Returns | \$ 8.00 | \$ 12.00 | \$ 9.00 | \$ 29.00 |
| 15 | Net Revenues | \$ 415.00 | \$ 475.00 | \$ 528.00 | \$ 1,418.00 |
| 16 | | | | | |
| 17 | Operating Costs | | | | |
| 18 | Cost New Items | \$ 109.90 | \$ 138.60 | \$ 147.70 | \$ 396.20 |
| 19 | Cost Used Items | \$ 25.25 | \$ 19.75 | \$ 26.50 | \$ 71.50 |
| 20 | Employee Costs | \$ 83.00 | \$ 95.00 | \$ 105.60 | \$ 283.60 |
| 21 | Total Operating Costs | \$ 218.15 | \$ 253.35 | \$ 279.80 | \$ 751.30 |
| 22 | | | | | |
| 23 | Other Expenses | | | | |
| 24 | Advertising | \$ 5.00 | \$ 9.00 | \$ 10.00 | \$ 24.00 |
| 25 | Social Media | \$ 15.00 | \$ 22.00 | \$ 30.00 | \$ 67.00 |
| 26 | Utilities | \$ 6.00 | \$ 9.00 | \$ 12.00 | \$ 27.00 |
| 27 | Maintenance | \$ 3.00 | \$ 8.00 | \$ 1.00 | \$ 12.00 |
| 28 | Your own Exp 1 | \$ 10.00 | \$ 12.00 | \$ 14.00 | \$ 36.00 |
| 29 | Your own Exp 2 | \$ 7.00 | \$ 8.00 | \$ 9.00 | \$ 24.00 |
| 30 | Your own Exp 3 | \$ 3.00 | \$ 5.00 | \$ 7.00 | \$ 15.00 |
| 31 | Total Expenses | \$ 49.00 | \$ 73.00 | \$ 83.00 | \$ 205.00 |
| 32 | | | | | |
| 33 | | | | | |
| 34 | Profit Before Taxes | \$ 147.85 | \$ 148.65 | \$ 165.20 | \$ 461.70 |
| 35 | | | | | |
| 36 | Profit as % of Sales | 35.6% | 31.3% | 31.3% | 32.6% |

Figure D-14: Worksheet calculations complete

D.5 – Graphing Key Items

27. Using the Chart Wizard, create a chart to plot the Net Revenues and Net Profit for the three months July to September (**do NOT include the total quarter column**):

- a. Start by pressing down the Ctrl-key (**MAC users see steps below**) and while keeping the Ctrl-key pressed selecting the following three areas as your ranges to plot: A6 to D6; A15 to D15; and A34 to D34. The end result should with the Chart Data Range being:
=Sheet1!\$A\$6:\$D\$6,Sheet1!\$A\$15:\$D\$15,Sheet1!\$A\$34:\$D\$34

MAC Users:

If you are using Mac with MacOS and working on Excel for the MacOS edition (i.e. Excel installed in the MacOS), you should use the “Command” key (versus Ctrl as mentioned above)

If you are using Mac with Windows and working on the Excel for Windows edition (i.e. Excel installed in your Windows partition), you should use ‘control’ and ‘command’ keys

- b. With the three ranges highlighted, select **Insert –> Charts group –> Column –> 2D Column**; Figure D-15 will assist you with the instructions to select.

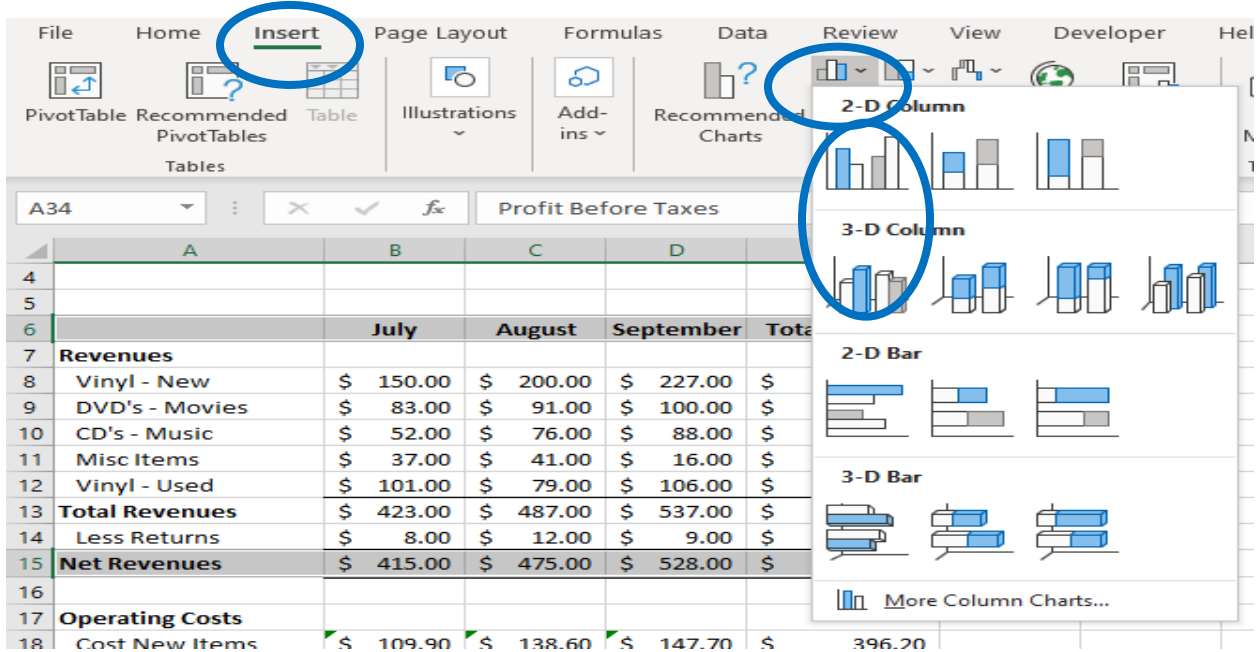


Figure D-15: Selecting a 2–D Column Chart

28. The result of Step 27 is shown in Figure D-16.

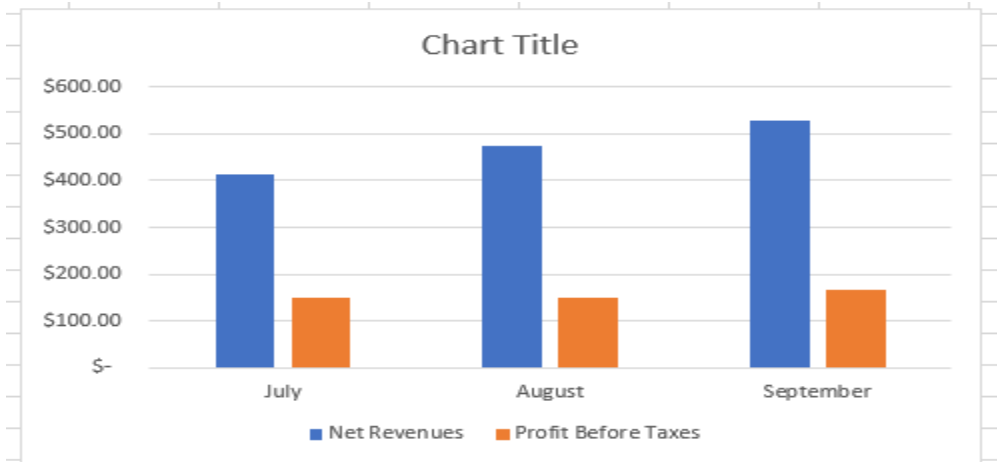


Figure D-16 Chart build by the Chart Wizard, notice there is generic chart title given.

29. Click on the Chart that has been built; and then click on the Chart Title Box. Modify the Chart Title to read as follows:

Revenues and Profits on one line and **Prepared by Your Name** on the next as shown in Figure D-17

Revenues and Profits
Prepared by Your Name

Figure D-17: Modified Chart Title

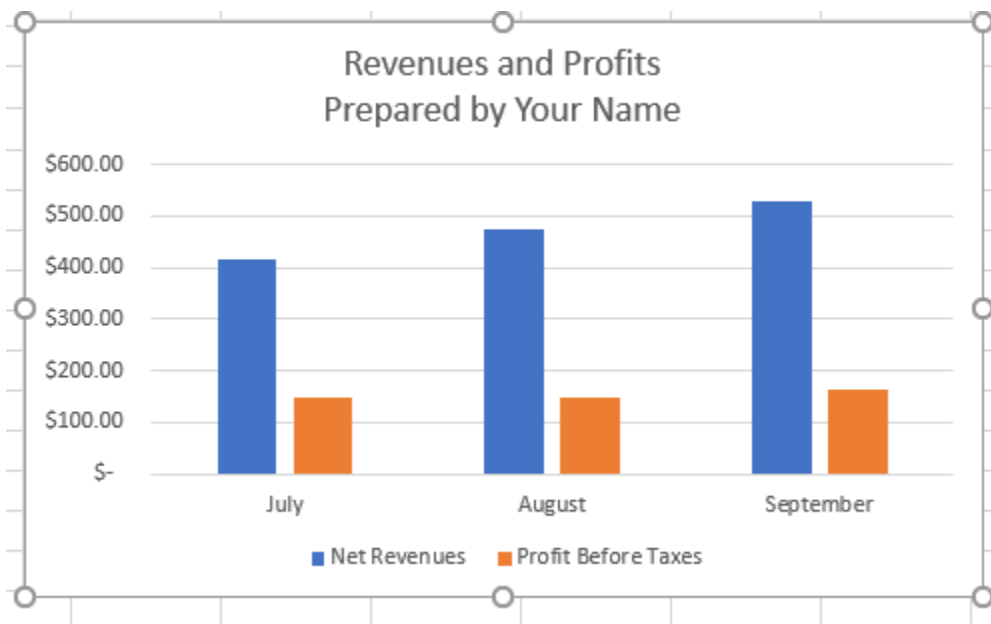


Figure D-18 Completed Chart with Titles, Legends and Data Labels

Note that your chart should also have legends and labels for the x/y axis, such as Net Revenues / Profits before Taxes and the months.

- 30.** Save your work making sure your chart is on the same worksheet as your data (Sheet1).

D.6 – Text Boxes, Shapes, and other Art Objects

Note: Check with your instructor if this section is required.

In this last section, we add some artwork and notes to improve the looks and information content of our report.

31. Add a Text Box next to cell E34 (Profit before Taxes for the Quarter):

- Select **Insert → Text → Text Box**, then click on the spot on your work sheet where the Text Box should go (somewhere near E34).
- When you release your mouse, a cursor should appear in the text box that you just created. Type some meaningful text into the box, including your initials.
- To **change the background color of the text box**, click outside of the box, then right click on the border of the box. Select Format Shape, then Fill and select from the Color Drop Down List.
- Add an arrow** to point from the textbox to the cell that the textbox is referring to: select **Insert → Illustrations → Shapes → Lines (or Block Arrows)**. Press the mouse button at the start point of the arrow, and keep it pressed while dragging the mouse to the end point of the arrow. Adjust as needed, including thickness, color etc. by right clicking on the arrow and select Outline to change the thickness of the arrow. Compare with Figure D-19

| | | | | | | |
|----|-----------------------------|-----------|-----------|-----------|-----------|--|
| 33 | | | | | | |
| 34 | Profit Before Taxes | \$ 147.85 | \$ 148.65 | \$ 165.20 | \$ 461.70 | |
| 35 | | | | | | |
| 36 | Profit as % of Sales | 35.6% | 31.3% | 31.3% | 32.6% | |
| 37 | | | | | | |

TJ: Wow, we made money this quarter

Figure D-19: Comment and arrow added

32. Change the title of the spreadsheet (Vintage Vinyl) to be a **WordArt Object**

- Find the WordArt objects by clicking **Insert → Text → WordArt**. Then select a style, and in the box that appears type your text. Move your WordArt object to the top left of your worksheet to cover the previous title.
- You most likely will want to reduce the size of the default font in the Word Art Object
- Change the background fill to SOLID and then color White
- Compare with Figure D-20.



Figure D-20: WordArt Object added

33. Insert a **clipart** icon related to the Vintage Vinyl business: **Insert → Illustrations → Icons** (Compare with Figure D-21).



Figure D-21: Icon added

34. Insert a meaningful **NOTE** for cell E15, describing how Net Revenues was calculated. To accomplish this, select **E15**, then click in the Tool Bar: **Review→ Notes**. Type your comment and compare with Figure D-22.

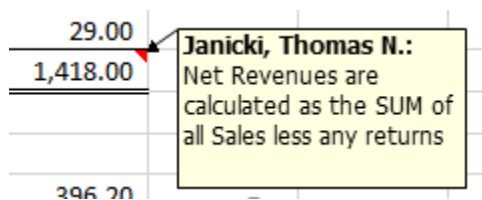


Figure D-22: Note added

Note that a **NOTE** is different from a text box. By default, it only shows when you hover your mouse over the cell that contains the comment, or when you right-click the cell with the comment and select **Show/Hide Comment**. It also does not print by default. To show and print comments with your worksheet permanently, do the following:

- Select **Review, Notes**, and then **Show all Notes**
 - Select **Page Layout**, and find the **Page Setup** group. Click the **dialog box launcher** (small arrow/box combo in the lower right hand corner of this group) to open the **Page Setup** dialog box. In the window that opens,
 - Select the **Sheet** tab and on the form that appears, find the selection box that named **Notes**. Click on the small arrow to the right and select **As displayed on sheet** from the pull-down menu (default is (None)).
 - Click OK. Your note should now show and print permanently.
35. Compare your worksheet with Figure D-23 and save your work.

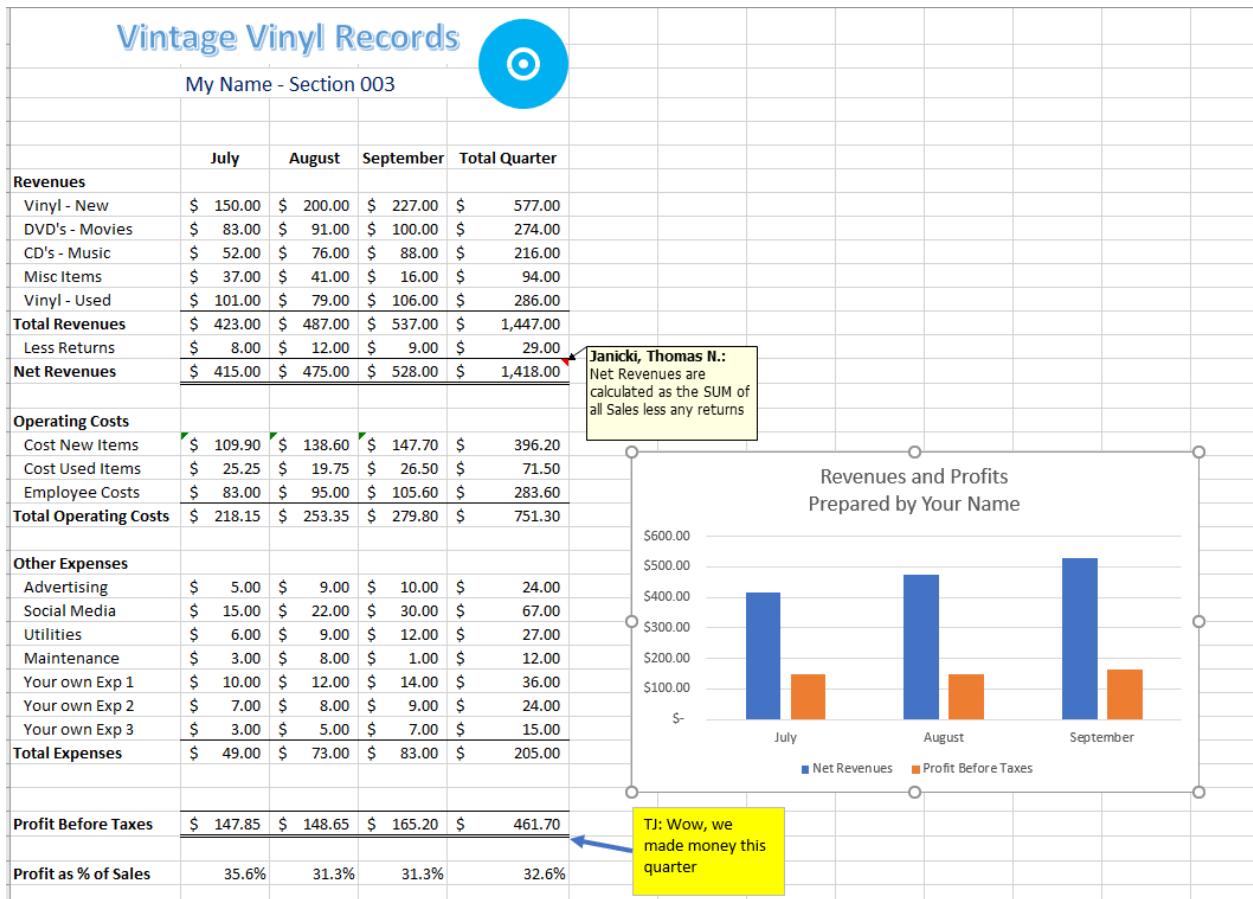


Figure D-23 Completed Worksheet with additional items

36. Check your work one more time, save it again, and print it on **one page in landscape format**:
- Click on **Page Layout** (top menu), then find the group **Page Setup**, and select **Orientation → Landscape**.
 - Find the group **Scale to Fit** and enter **1 page** for **Width** and **1 page** for **Height**. Save the file, and you are ready to print everything neatly on one page without breaks.
 - Since Office 2010, you can also do the following: Select **File → Print** to open the print-menu, then set **Orientation** to **Landscape** and **Scaling** to **Fit Sheet on One page**.

Appendix 1.1 Uploading a file to Entropy that is stored on your machine.

1. **Make sure your Excel file is closed. Excel should not be open when you upload it to Entropy.**
2. Open a web browser (not in Horizon).
3. Go to Entropy (<https://csbapp.uncw.edu/Entropy/>). Enter your Entropy UserID and Password and select the appropriate class.
4. Click the **Upload Assignment** option.

Your Progress

[Check Progress](#)

[Upload Assignment / Download Starting Template](#)

Figure Appendix-1: Entropy, starting the process to upload an assignment

5. Find the correct assignment you wish to upload. Most likely the file will be in one of the following folders: **Documents, Downloads or OneDrive**. This will vary based on your instructor.
6. Click **Upload Now** beside the appropriate assignment.

File Upload/Download

The following projects are available for upload/download

| Assignment Name | Due | Due Time | Late Acceptance Until | File Type | Upload | Download |
|-----------------------------|------------|----------|-----------------------|-----------|----------------------------|--|
| Project 7 - Excel Refresher | 12/25/2020 | 11:59 PM | 12/25/2020 | XLSX | Upload Now | Download Starting Template |

Figure Appendix-2: Entropy, upload an assignment

7. Entropy will respond with a listing of all files uploaded and their date/time. *Should you upload a file to the same assignment more than once, it will list both uploads but only keep and grade the most recent upload.*

| Assignment Name | Due Date | Upload Date | File Size | Unique Upload ID |
|----------------------------|---------------------|---------------------|-----------|------------------|
| Project 3 - Access Queries | 09/10/2020 11:00 PM | 09/11/2020 03:24 PM | 950272 | 196972 |
| Project 3 - Access Queries | 09/10/2020 11:00 PM | 09/11/2020 03:09 PM | 819200 | 196973 |

Figure Appendix-3: Summary of files uploaded