

Personal Computer Skills
Excel
Home Owner Project

Directions: Locate the file named **Home Ownership Rates** in the My Documents/Excel/Lesson 1 folder on the thaw space. Open the file and save it with the same title but ADD your LAST NAME to the file name. Complete the following steps then copy the edited file to the drop box for grading.

Steps:

1. Enter GA in A15.
2. Enter 64.90% in B15.
3. Enter 65.00% in C15.
4. Edit the data in A16 to be HA.
5. Edit the data in B16 to be 53.90%.
6. Delete the data in A3.
7. Make sure the file is saved as Home ownership rates (last name)
8. Add a header with your name and period number.
9. Print the worksheet and hand in.