**Name_____**                                    **Excel Session 2 Project**

You are the proud owner of a store.  Use a blank excel document and create a monthly sales chart.  Follow the example below for an outline of what it should look like.

**Insert Data in Cells and Ranges (5 Pts each)**
　　　　_____ AutoFill the Days of the Week and Weeks

**Format Cells and Ranges (5 Pts each)**
　　　　_____ Merge the Company Name across all Cells
　　　　_____ Modify Cell Alignment (Numbers/Days centered in cell)
　　　　_____ Wrap the Text Within Cells for the Weeks
　　　　_____ Apply Number Formats ($ with no decimals)
　　　　_____ Apply Cell Formats
　　　　_____ Apply Cell Styles

**Summarize and Organize Data (5 Pts each)**
　　　　_____ Insert Sparklines for each Week
　　　　_____ Outline Data by Week
　　　　_____ Create Subtotals for each Day
　　　　_____ Apply Conditional Formatting (Turn the top 50% red)

**Prepare Files for Distribution (5 Pts each)**
　　　　_____ Email/share the entire workbook
　　　　_____ Please save the file In the following format: YourName_ExcelSession2Project

**Content and Design (45 Pts)**
　　　　_____

**Deductions**

<br>

Company Name

|  | Mon | Tues | Wed | Thurs | Fri |
|---|---|---|---|---|---|
| Week 1 | | | | | |
| Week 2 | | | | | |
| Week 3 | | | | | |
| Week 4 | | | | | |