

Personal Computer Skills
Excel Lesson 3
Mileage Directions

Mileage

1. Open the project titled Mileage on the desktop. Save it as mileage followed by your last name.
2. Freeze the column headings in row 1 and the row headings in column A.
(hint: place the highlight in B2 before choosing the freeze panes command.)
3. Protect the contents of the worksheet. **Do not specify a password!**
4. Change the page orientation from portrait to landscape.
5. Save the worksheet.