

**Personal Computer Skills**  
**Excel Lesson 3**  
**Pelican Stores Directions**

**Pelican Stores**

1. Open the project titled Pelican Stores on the desktop. Save it as Pelican Stores followed by your last name.
2. Insert a column to the left of column B.
3. Widen column A to 45 spaces.
4. Move the contents of D4:D17 to B4:B17.
5. Change columns B and C to 10 spaces.
6. Insert a row above row 4.
7. Indent the contents of A11, A15, and A18.
8. Underline the contents of B5:C5.
9. Save, close, copy and paste into the drop box.