

Personal Computer Skills
Excel Lesson 3
Supply Inventory Directions

1. Open the project titled Supply Inventory on the website. Save it as p?_supply inventory_last name.
2. Organize the worksheet so that it looks like the table below (next page). The new worksheet should have inventory items organized by supplier, with proper headings inserted. Some of the data is out of order and needs to be moved. Remember to bold appropriate data.

Item	Ordering Code	Quantity
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Mega Computer Manufacturers

Mega X-39 Computers	X-39-25879	20
Mega X-40 Computers	X-40-25880	24
Mega X-41 Computers	X-41-25881	28

Xenon Paper Source

Xenon Letter Size White Paper	LT-W-45822	70
Xenon Letter Size Color Paper	LT-C-45823	10
Xenon Legal Size White Paper	LG-W-45824	40
Xenon Legal Size Color Paper	LG-C-45825	5

MarkMaker Pen Co.

MarkMaker Blue Ball Point Pens	MM-BI-43677	120
MarkMaker Black Ball Point Pens	MM-bk-43678	100
MarkMaker Red Ball Point Pens	MM-R-43679	30

3. The following inventory item has been accidentally excluded from the worksheet. Add the item by using the Fill Down command and then editing the copied data.

Item	Ordering Code	Quantity
MarkMaker Green Ball Point Pens	MM-G-43680	30

6. Change the page orientation to landscape. Save, close, and upload to the drop box.