

Excel Quiz

Create a workbook with the following information

Stock	Symbol	Date Aquired	Shares	Initial Price	Initial Investment	Current Price	Current Value	Gain or Loss
Compaq	CPQ	5/21/1996	50	\$ 52.50		\$ 58.00		
Dell	DELL	1/10/1996	20	\$ 29.00		\$ 17.50		
Intel	INTC	4/14/1994	30	\$ 62.00		\$ 71.50		
Microsoft	MSFT	12/15/1999	12	\$ 48.00		\$ 60.00		
Netscape	NSCP	5/1/1992	15	\$ 48.00		\$ 58.00		

1. Bold and Center all column headings
2. Change all font to Bookman Old Sytle size 12 point
3. Add a title over all of the columns that says Pocono Mountain Stock Portfolio (size 16 point)
4. Landscape this document
5. Calculate the initial investment (shares X initial price)
6. Calculate the current value of the stock (shares X current price)
7. How much did you gain? Lose? (current value - initial investment)
8. Add a row under Netscape to find the total initial investment, current value and gain/loss columns.
9. Add shading to the cells that do not contain information in this new total row.
10. Use Auto Calculate to find the average number of shares you purchased (put the number you get in cell D12).
11. What stock did you gain the most value on? Add the name of that stock in Word Art to the bottom of your page.
12. Add a header with your name and date on it
13. Change the sheet name to investment and save this workbook with the same name.
14. Preview to make sure everything fits on one page
15. Print the values and formulas