

Microsoft Office
Excel 2007: Lesson 6
Enhancing a Worksheet

Name _____
Hour _____

Directions: Save all documents in the **Lesson 6 folder**.

- _____ **Step-By-Step**, pp. 131-157
 - _____ *Employee list*
 - _____ *Oil production*
 - _____ *Botany florist*
 - _____ *Timecard*
 - _____ *Tax estimate*
 - _____ *Expense report* (Excel 2007 file)
 - _____ *Expense report 2003* (Excel 97-2003 file)
 - _____ *Expense report web* (Web page)
 - _____ *Stock quotes*
- _____ **Vocabulary Review**, p. 158, Review (skim)
- _____ **Review Questions**, pp. 158, Key and Save
- _____ **Project 6-1**, p. 159, *Impact salaries*
- _____ **Project 6-2**, p. 159, *Top movies*
- _____ **Project 6-3**, p. 159-160, *City facts*

IN ALPHA ORDER:

Botany florist
City facts
Employee list
Expense report (Excel 2007 file)
Expense report 2003 (Excel 97-2003 file)
Expense report web (Web page)
Impact salaries
Oil production
Stock quotes
Tax estimate
Timecard
Top movies