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| CS165grantham_circle.jpg  W3 Google Sheets Assignment |

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You are a leader of a 6-person team in the accounting department of a mortgage brokerage. You are responsible for, among many other things, maintaining a report of your team’s quarterly spending on office supplies, trainings, travel, and professional development. This week you will demonstrate your understanding of Google Sheets basics by creating a sheet, entering data, creating multiple sheets, and styling your team spreadsheet.

1. Open a new Google Sheet
2. Name it LastNameFirstName\_GoogleAssignment3
3. Rename the first tab “Team Contacts”
4. Paste the following information into the first sheet:

|  |  |  |
| --- | --- | --- |
| Name | Phone | Email |
| Daniel | [202-555-0117](https://fakenumber.org/generator-us/202-555-0117) | daniel@initech.com |
| Ming | [202-555-0187](https://fakenumber.org/generator-us/202-555-0187) | ming@initech.com |
| Brandon | [202-555-0133](https://fakenumber.org/generator-us/202-555-0133) | brandon@initech.com |
| Tamia | [202-555-0187](https://fakenumber.org/generator-us/202-555-0187) | tamia@initech.com |
| George | [202-555-0143](https://fakenumber.org/generator-us/202-555-0143) | george@initech.com |

5) Format the column headers with with a green background fill, center the text both horizontally and vertically, and bold the text.

6) Create two more worksheet tabs

7) Rename the second one “Q4 Team Expenses”

8) Copy and paste the following information into the Team Expenses tab:

|  |  |  |  |
| --- | --- | --- | --- |
|  | October | November | December |
| Contracted Work Wages | 1,920.00 | 2138 | 1562 |
| Office Supplies | 257.12 | 183.76 | 202.88 |
| Hotel Fees | 549.87 | 767.01 | 189.21 |
| Mileage | 225.00 | 378.00 | 112.50 |
| Per Diems | 320.00 | 560.00 | 80.00 |
| Publication/Software Subscriptions | 80.00 | 80.00 | 80.00 |

9) Bold all the text in column A and the months in Row 1 and center within the cell

10) All data should be left justified in the cell

11) Use the number formatting tool to style the expense amounts as Currency

12) Finally, you will need to select your data range and protect it. Set your data protection permissions to restrict everyone except you from editing that range.

13) Open your third tab and rename it to “Upcoming Project Notes”

14) Select A1:G15 and merge the cells into one large box.

15) With the cell range still selected, define the range with the name “UpcomingStaffingNeeds”

16) Use the link tool to search suggested links and choose one relevant URL to include in this range. **Note: You will need to input text into the**

**box first before using the link tool to add the link.** I would suggest using the word “Staff”

17) Select A17:G31 and merge the cells into a second box

18) Define this range with the name “BudgetRevisions”

19) Find empty space below your Budget Revisions range and enter the column headers in four adjacent cells. Your team will use this table setup as a barebones SWOT analysis template.

20) Name this range “StrategicPlanning”

21) Shade each column of this table a different color.

NOTE: you will need to format your text to move it from the bottom of your columns back to the top

|  |  |  |  |
| --- | --- | --- | --- |
| Strengths | Weaknesses | Opportunities | Threats |
|  |  |  |  |
|  |  |  |  |

22) Share your workbook and set to “anyone with a grantham.edu address can EDIT”. Copy and paste the link into your W3 assignment dropbox.