

## Excel Lab 1

Reproduce the form below in *Excel*, and address the following **[50 points]**

1. The highlighted columns and cells have formulas. Insert an appropriate formula that will calculate and update as information is added. **[10 points]**
2. The form shall be sized to fit on one page for printout. **[10 points]**
3. Use appropriate borders to create the ruled lines on the form. Note that some borders on the original were inconsistent, you are to make the necessary improvement. **[5 points]**
4. Text Entries: Reproduce the text entered in on the form, paying attention to the alignment. For example some text is aligned to the left, some are centered etc. You may use any font of your choice with an appropriate font size. **[10 points]**
5. Note that the text in some cells did not appear correctly due to misalignment. You are to correct them. **[5 points]**
6. Format the cells which hold results from formulas in such a way that they are distinct from the others. This may be achieved by using different font colors, or shading in those cells or a combination of both. **[10 points]**
7. Save your work as *yourlastname\_excel\_lab1* and email it to the instructor at [kofosu@mail.valenciacollege.edu](mailto:kofosu@mail.valenciacollege.edu).

WO Time Sheet		CITY OF RAFFIA BAY ROAD WORKS DEPT				
WO#	Job Code	Day/Date:			3/16/2012	Prep By
PROJ#						503
Street(s)	Unit/Subdiv	Weather:			Warm/sunny	Approve
Ops. Birkman, Dove, Rainsworth@S						
Labor			EQUIPMENT			
Employee Name	Reg/T	O/T	Equip #	Equipment Description	Hours	Miles
Walter Ashton	5.25		6544	Sign truck	3.5	
Michael Townsend						
Sally Garcia						
TJ Green	3.75		6897	Bucket truck	2	
Brad Roundtree		2.25	7185	Mini Excavator	1.75	
<b>TOTALS</b>	<b>9</b>		<b>TOTALS</b>		<b>7.25</b>	<b>0</b>
RENTAL EQUIPMENT						
Equipment Description						Hours
DESCRIPTION / COMMENTS						
Materials used		In stock			Items Needed	
	Unit Cost	Unit	Quantity	Sub Total	Unit	Quantity
R1-1-30 30" Stop Sign	\$ 25.18	EA		\$ -		
14" SQ Sign Post	\$ 34.96	EA		\$ -		
12" SQ Sign Post	\$ 30.49	EA	1	\$ 30.49		
D3 Street Name Sign (used 42" as average cost)	\$ 12.44	EA		\$ -		
R2-1-30 30 M.P.H. Speed Limit Sign	\$ 21.40	EA		\$ -		
30" Warning Sign	\$ 30.39	EA		\$ -		
36" Warning Sign	\$ 37.89	EA		\$ -		
Sign Hardware (two bolts, washers and nuts)	\$ 0.18	EA		\$ -		
RED LED Full Ball	\$ 38.00	EA		\$ -		
RED LED Arrow	\$ 30.00	EA		\$ -		
Yellow LED Full Ball	\$ 46.00	EA		\$ -		
Yellow LED Arrow	\$ 31.00	EA		\$ -		
Green LED Full Ball	\$ 62.00	EA		\$ -		
Green LED Arrow	\$ 39.00	EA		\$ -		
6" White PreMark Preformed Thermoplastic	\$ 1.58	LF		\$ -		
6" Yellow PreMark Preformed Thermoplastic	\$ 1.66	LF		\$ -		
6" Blue PreMark Preformed Thermoplastic	\$ 1.69	LF		\$ -		
12" White PreMark Preformed Thermoplastic	\$ 3.16	LF		\$ -		
24" White PreMark Preformed Thermoplastic	\$ 6.32	LF		\$ -		
4' x 4' Handicap Kit	\$ 93.83	EA		\$ -		
Push Button				\$ -		
Detector				\$ -		
Load Switch				\$ -		
Red Light Confirmation Lights				\$ -		
Pedestrian LED countdown Light				\$ -		
<b>Total Material Cost</b>					<b>\$</b>	<b>30.49</b>
Act. Code	Description	Comments	Quantity	Unit	Man Hours	
0103	Purchasing/Pay Request		0.00	MH	0	
0104	Safety Meeting			MH	0	
0105	Training			MH	0	
0106	Meetings			MH	0	
0109	Work Reports	Update work report		MH	0.5	
0401	Sign Repairs	Repair regulatory signs	2.00	EA	2	
0402	Sign Install (new)			EA		
0403	Sign Maintenance			EA		
0404	Traffic Control Signs MOT			EA		
0405	Traffic Studies			MH	0	
0406	Signal Repair	Minton @ Malabar, intersection reported "out" found intersection in	0.00	EA	1.5	
0407	Temp Installations (Events)			MH	0	
0408	Striping			LF		
0409	Miscellaneous	Check email and naviline. Assist Jimbo building post rack.		MH	1.25	
0410	Sign Manufacturing			MH		
0411	Signal PM			EA		
0412	Vehicle Graphics			EA		
				<b>Total Man Hours</b>	<b>5.25</b>	
Additional Comments or Locations						