

## **ECDL Module 4 – Handout 01**

1. Open the file **Profits.xlsx** from your folder.
  2. Save the file to **Modified Profits.xlsx** to your folder.
  3. Change the zoom settings to 120%.
  4. Close **Modified Profits.xlsx**.
  5. Start a new template using the **Time Card** template from the **Installed Templates**.
  6. Fill in the following details with your personal details:
    - a. Employee
    - b. Street Address
    - c. Address 2
    - d. City, ST ZIP Code
  7. Fill in the regular hours from Monday to Sunday with values of your own. Set the rate per hour of the regular hours to 12.50.
  8. Save the new template as **Employee.xlsx** to your folder.
  9. Open the file **Answerfile.docx**. Change the colour scheme of your Microsoft Excel to black. Take a screenshot and paste it in the Answerfile.
  10. Use Excel's Help to find information on how to save a file. Copy some of the information to the **Answerfile**.
  11. Type down in the **Answerfile** what needs to be done if the Ribbon is not visible.
  12. List down in the **Answerfile** three different file types to which Excel can be saved to.
  13. Type down in the **Answerfile** the username to whom Microsoft Excel is registered.
  14. Type down in the **Answerfile** the default save location.
  15. Change the colour scheme back to blue, close and save all your work.
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