



Job #4 Order Form



Directions: Mr. Boss calls you into the office to talk about the new pricing of some of the items at EP clothing. Mr. Boss is not very good on the computer so he has hand-written the old and new prices. You will need to make these changes and make a new order form. Mr. Boss found a printed copy of the old order form on the back, but cannot find one on the computer. He wants you to take the new pricing information and use these to make an updated order form. Use *Excel* to do this.

You will need to open up a blank document in Excel and start from scratch. Your finished order form should look very similar to the sample on the back. Here are some formatting hints:

- Make sure the title at the top is Merged and Centered. It should also be in bold with an increase in font size. Make sure you also have the current year at the top.
- Bold & Center all of Row 2 (sizes).
- Make sure dollar signs are in for the prices.
- Make sure you adjust column width so you can see everything.
- You do not need any math formulas right now on this sheet.
- **GRIDLINES** must be showing when you print this out.
 - Go to "Page Layout"
 - Check the "Print" box under "Gridlines"
- Make sure to Print in **LANDSCAPE**

<u>New Prices</u>	
Men's Polo	\$ 15
women's Polo	\$ 15
Men's long sleeve Polo	\$ 20
women's long sleeve Polo	\$ 20
Adult T-shirt	\$ 10
kid's T-shirt	\$ 8
Adult Sweatshirt	\$ 25
kid's Sweatshirt	\$ 20
Hat	\$ 15
Visor	\$ 15

Book1 - Microsoft Excel

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Themes Colors Fonts Effects Margins Orientation Size Print Area Breaks Background Print Titles Width: Automatic Height: Automatic Scale: 100% Gridlines View View Bring to Front Send to Back Selection Pane Align Group Rotate

Page Setup Sheet Options Arrange

A1 EP Clothing Order Form: 2010

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	EP Clothing Order Form: 2010															
2		Price for Each	S	M	L	XL	2XL	3XL	Hat	Visor	Amount					
3	Men's Polo	\$ 10.00														
4	Women's Polo	\$ 10.00														
5																
6	Men's Long Sleeve Polo	\$ 15.00														
7	Women's Long Sleeve Polo	\$ 15.00														
8																
9	Adult T-shirt	\$ 8.00														
10	Kid's T-shirt	\$ 5.00														
11																
12	Adult Sweatshirt	\$ 15.00														
13	Kid's Sweatshirt	\$ 10.00														
14																
15	Hat (one size)	\$ 10.00														
16	Visor (one size)	\$ 10.00														
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Sheet1 Sheet2 Sheet3

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