**Mastery Assessments**

**Project 7-5: Enhance a Worksheet and Prepare for Printing**

*Margie’s Travel is an agency that sells travel-related products and services to clients on behalf of third parties such as airlines, hotels, and cruise lines. You are preparing a worksheet that lists a variety of cruises for Fabrikam, an important client.*

**GET READY. Launch Excel if it is not already running.**

**1.** OPEN ***07 Cruises*** from the data files for this lesson.

**2.** Remove the background image from the worksheet.

**3.** Change the orientation of the worksheet to **Landscape**.

**4.** Change the margin setting to **Narrow**.

**5.** Change the document theme to **Banded**.

**6.** Center the worksheet horizontally for printing.

**7.** Preview the worksheet for printing.

**8.** SAVE the workbook as ***07 Cruises Solution*** and CLOSE the file.

LEAVE Excel open for the next project.

**Project 7-6: Formatting a Payroll Worksheet**

*Contoso, Ltd. is a busy family practice clinic that recently expanded its operations to a second location. You are formatting a payroll worksheet.*

**GET READY. Launch Excel if it is not already running.**

**1.** OPEN ***07 Payroll*** from the data files for this lesson.

**2.** AutoFit all columns so that all data is viewable.

**3.** Change the row height of rows 3 through 33 to **18**.

**4.** Change the theme to **Wisp**.

**5.** Set rows 1 through 3 to repeat on every page, anticipating that additional rows will be added to a future revision of the worksheet.

**6.** Insert a footer that includes the file name and page number.

**7.** Configure gridlines to appear in printed worksheets.

**8.** Scale the width of the worksheet to fit on one page.

**9.** Preview the worksheet for printing.

**10.** SAVE the workbook as ***07 Payroll Solution*** and CLOSE the file.

**CLOSE Excel.**