1. Save As Advertising Revenue
2. Key the data below into your spreadsheet.

	A	B
1	The Hub Advertising Revenue	
2	Year Ended 2010	
3		
4	Display Ads	
5	Coca Cola	6000.00
6	Monster	4500.00
7	Nike	12750.00
8	Apple	25675.00
9	Subtotal	
10		
11	Sponsorship Ads	
12	WNAB Radio	1500.00
13	Boys and Girls Club of Austin	1200.00
14	Channel 15 TV	3576.00
15	BestBuy	10500.00
16	Whole Foods	15672.00
17	Subtotal	
18		
19	TOTAL	

3. Use AutoFit to adjust the columns so the data fits appropriately.
4. Underline the text in cells A4, A11, B8 and B16.
5. Format the cells in column B to Accounting with 2 decimal places and the $ symbol.
6. Use the AutoSum formula in in cell B9 to find the subtotal of the Display Ads.
7. Use the AutoSum formula in in cell B17 to find the subtotal of the Sponsorship Ads.
8. Bold cells A4 and A11.
9. Enter a formula in cell B19 to calculate the total of Display Ads and Sponsorship Ads.
10. Display formulas in your spreadsheet.
11. Resave the file.
12. Set the print area to include all the cells containing data in the spreadsheet.
13. Print Preview and adjust Page Setup with the following changes:
    a. Paper Orientation should be portrait
    b. Page margins should be .25 inches on all sides
    c. The worksheet should be centered horizontally and vertically on the page
    d. The center header should contain the text "ADVERTISING REVENUE" and your name.
    e. The scaling should be set to fit to one page.
14. Print a copy and turn in.