

Excel Module 4b-2: Microsoft Excel

Project: Vote

1. In the Lesson 07 folder, open the **Vote.xlsx** workbook from your folder.
2. **SAVE AS:** **Vote Tally**
3. Insert your **footer**.
4. Rename the worksheets and change the sheet tab colors as listed below.

Worksheet	New Name	Tab Color
Sheet1	District 5	Red
Sheet2	P107	Yellow
Sheet3	P106	Purple
Sheet4	P105	Green

5. Reposition the worksheets so they appear in the following order from left to right: **District 5, P105, P106, P107. Save your work.**
6. In the District 5 worksheet, in cell D7, enter a formula that adds the values in cell C5 of each of the precinct worksheets.
7. In the District 5 worksheet, in cell D9, enter a formula that adds the values in cell C7 of each of the precinct worksheets. Save your work.
8. In the District 5 worksheet, in cell D11, enter a formula that adds the values in cell C9 of each of the precinct worksheets.
9. In the District 5 worksheet, in cell D13, enter a formula that adds the values in cell C11 of each of the precinct worksheets.
10. Save your work.