

You are an assistant sales manager for a contractor who builds custom houses. Your job is to prepare initial estimates for people who want to purchase a lot and build a house in the development community. As you prepare plans, you get feedback from the office manager, incorporate changes, and finalize the workbook to distribute to potential buyers.

### Customize Excel

You got a new computer, and you need to enter the user name. In addition, you want to customize the Quick Access Toolbar to add the Compare and Merge Workbooks command and the E-mail command.

- Enter your name as the user name in the Excel Options dialog box if necessary.
- Add the **E-mail** command to the Quick Access Toolbar.
- Add the **Compare and Merge Workbooks** command to the Quick Access Toolbar if necessary.

### Add Document Properties

You want to add document properties to the workbook.

- Open *e10c1house*, and then save it as **e10c1house\_LastnameFirstname**.
- Display the Backstage view.
- Enter appropriate data in the Author and Title properties.

### Compare and Merge Workbooks

Your supervisor, Anthony, wants to review the workbook. Because you saved it on the company server, you made it shareable. Anthony will save a copy of the workbook so that you can see his changes. Then, you will compare and merge his workbook with yours.

- Compare and merge *e10c1anthony* into your workbook.
- Delete the Trees row, change the Fence value to **\$2,735.80**, and then save the workbook.
- Activate the **Change Tracking** feature, highlight all changes, and then create a History worksheet.
- Start Word, insert a screenshot of the History worksheet, save the document as **e10c1history\_LastnameFirstname**, insert a footer with your name on the left side and a file name field on the right side, save the document, and then exit Word.

### Accept and Reject Changes.

After studying the History worksheet, you are ready to accept and reject changes to update the projected house costs workbook.

- Open the Select Changes to Accept or Reject dialog box, and then deselect all check boxes.
- Accept Anthony's changes:
  - Text in **cell A6** from *Estimated square footage* to *Main floor square footage*
  - Insert row 14 and change **cell A14** from <blank> to *Kitchen appliances*

- Text in **cell A25** from *Third acre* to *Quarter acre*
- Value in **cell B6** from \$3,400 to \$1,875

- Reject Anthony's change to the value in **cell B7** from \$85.95 to \$84.35.
- Accept Anthony's change to the value in **cell B14** from <blank> to \$2,895.99.
- Accept your change to delete row 20.
- Accept your change to the value in **cell B20** from \$2,800 to \$2,735.80.
- Correct the formulas in **cell B15** and **cell B22**.
- Insert a comment in **cell B15** that additional upgrades will increase the cost.
- Insert a comment in **cell B27** that the estimate is subject to change based on market changes prior to signing a contract.
- Turn off workbook sharing, and then save the workbook.

### Finalize the Workbook

Although the workbook is intended primarily for you, Anthony, and the clients, you want to check the workbook for potential problems. You want to communicate that the projected house costs workbook is final, and authenticate that you finalized the workbook.

- Run the Accessibility Checker, identify potential problems, and then fix the warning issues detected. Close the Accessibility Checker task pane.
- Run the Compatibility Checker, correct any significant loss of fidelity issues if any, and ignore any minor loss of fidelity issues.
- Insert a footer with your name on the left side, the sheet name code in the center, and the file name code on the right side.
- Mark the workbook as final.
- Add an invisible digital signature with an appropriate purpose statement.

### Distribute the Workbook

In case the clients do not have Excel 2010, you want to save the workbook in Excel 97-2003 format.

- Save the workbook in Excel 97-2003 Workbook format. Accept messages to remove digital signatures.
- Save the workbook in PDF format using the same basic file name, then close Adobe Reader or Adobe Acrobat.
- Send the file as an e-mail attachment to your instructor.
- Save the file to your SkyDrive, if you have one. Provide rights for your instructor to access it on your SkyDrive.
- Close all open workbooks and files.