

## EXPLORING EXCEL – CHAPTER TWELVE – GRADER ASSESSMENT

I recommend that when doing this Grader that you print the direction sheet or write the macro directions on paper.

While building the Macro you do not want to be switching Windows, minimizing or maximizing windows. You want to have full view of your Workbook as you go through the macro steps.

If you need to go and edit your work after a first submission – It generally is best to start all over.

Step # 5 – “Clear contents” – only delete – do not clear formatting

Step #11 → States that the VBA code will appear in cells B3:B18 – NOTE: My code went from B3:B17 – it can be close don’t worry about exact – Look over your code and if you have extra steps – delete those rows.

Step # 12 → States the code will appear in cells B20:24 – My code went from B20:B22 and it was fine.

## Basic Invoice Worksheet

DLJ Enterprises.		INVOICE	
Address City, State, ZIP		(555) 555-555	
<b>SOLD TO:</b> Name Address City, State, ZIP		VOICENUMBER INVOICE DATE OUR ORDER NO. YOUR ORDER NO. TERMS SALES REP SHIPPED VIA F.O.B. *AID or COLLECT	
<b>SHIPPED TO:</b> Same Name Address City, State, ZIP			
Sales Tax Rate:		5.00%	
QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
		SUBTOTAL	
		TAX	\$VALUE!
		FREIGHT	\$VALUE!
<b>DIRECT ALL INQUIRIES TO:</b> Name (555) 555-555 email:zameano@zameano.com		<b>MAKE ALL CHECKS PAYABLE TO:</b> Your Company, Inc. Attn: Accounts Receivable Address City, State, ZIP	
		PAY THIS AMOUNT	
<b>THANK YOU FOR YOUR BUSINESS!</b>			
Reset			

Code Worksheet is not provided