Chapter 2 Supplemental Activity

Preview and Print an Excel File

Complete Lesson 8 before you complete this activity.

1. Start *Excel*. Open *DF C02 Sup Budget* found in your data files.

2. Follow the steps you learned in Chapter 2, activity 8D to preview the file. Close Print Preview.

3. Follow the steps you learned in Chapter 2, activity 8D to print the file. Close the file. Close *Excel*.

Chapter 2 Supplemental Activity

Create, Rename, and Delete Folders

Complete Lesson 6 before you complete this activity.

1. Open your **Documents** folder (**My Documents** in *XP*).

2. Create a new folder in the *Documents* folder. Name the new folder **MS Science Fair.**

4. Open the *MS Science Fair* folder. Create three new folders in the *MS Science Fair Folder*. Name the folders **Exhibits, Sponsors,** and **Program**.

5. Rename the *MS Science Fair* folder. For the new name, key **MS Science Challenge**.

6. Delete the *Exhibits*, *Sponsors*, and *Program* folders. Delete the *MS Science Challenge* folder. Close your *Documents* folder.