## 116940 Workplace Project

1. Select a brief at work that requires you to develop a spreadsheet.
2. Develop the spreadsheet, following the procedures laid down in your organisation.
3. The spreadsheet must consist of at least 3 sheets, 4 functions and 2 formulas
4. Add borders and shading to make information stand out
5. Change the font size and colour of different parts of the spreadsheet
6. Change column widths and row heights to suit the information
7. Change the alignment of information in cells
8. Add the date and time of completion of the spreadsheet
9. e-mail the spreadsheet to your facilitator, or save to a flash drive (or CD-ROM) and deliver to your facilitator

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| Logbook | | | | | | | |
| **Date** | **Assignment No** | | | **Start** | | **Finish** | **Total Hours** |
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| Date | | Learner signature | Date | | Mentor/supervisor signature | | |
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