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ENGL – 317

**Instructable**

Instructions on how to make an Invoice:

1. Open Excel
2. Drag cursor over Column B in Row 1
3. Click on B1 and drag cursor to D1
4. Under the Home tab button click “Merge and Center” under the alignment category
   1. Type Chipotle Invoice
5. Drag cursor over A2 and select it
6. Label A2 through D2 with:

A2 - Date

B2 - Employee

C2 - Amount

D2 - Cumulative amount

1. Drag cursor and highlight A2 through B2
2. Drag cursor to A7 and enter “Total”
3. Enter data under:
   1. Date:
      1. 3/1/16
      2. 3/2/16
      3. 3/3/16
      4. 3/4/16
   2. Employee:
      1. Your name
      2. Your mom
      3. Your dad
      4. Your best friend
   3. Amount:
      1. 50
      2. 10
      3. 40
      4. 90
4. Drag cursor and Highlight C3 through D7 and under the home tab click the drop down menu and select “currency” under the number category
5. Click on D3 (Cumulative Amount) and enter “=C3”
   1. Click on D4 and click the Sigma sign “**Σ”** button and drag down from “C3:C4”
   2. Click on D5 and click the Sigma sign “**Σ”** button and drag down from “C3:C5”
   3. Click on D6 and click the Sigma sign “**Σ”** button and drag down from “C3:C6”
6. Click on C7 then click on Sigma sign “**Σ”** and drag from “C3:C6”
7. Click on D7 then click on Sigma sign “**Σ”** and drag from “D3:D6”
8. Bold “total”
9. Under the font category next to the underline symbol on the left side click the drop down menu and select “Top and double bottom border”

Well done! You have a basic Invoice