

Purchase Order

Adding Text Elements

Lesson Overview

The school store needs to start organizing their sales and spending figures. You have been assigned the task of creating a purchase order form that can be used from now on to better track the spending figures and find areas where the school store manager can save money.

In this lesson, you will create a purchase order in Excel to help better organize the school store cash flow process.

New Skills

- Inserting a Text Box
- Inserting a Header & Footer
- Using WordArt
- Inserting a Signature Line

Tools & Terms You'll Use

Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.



Text
Box

Text Box:

Use this icon to draw a text box anywhere in your worksheet.



WordArt

WordArt:

Use this drop-down menu to add some artistic flair to your document using a WordArt text box.



Header
& Footer

Header/Footer:

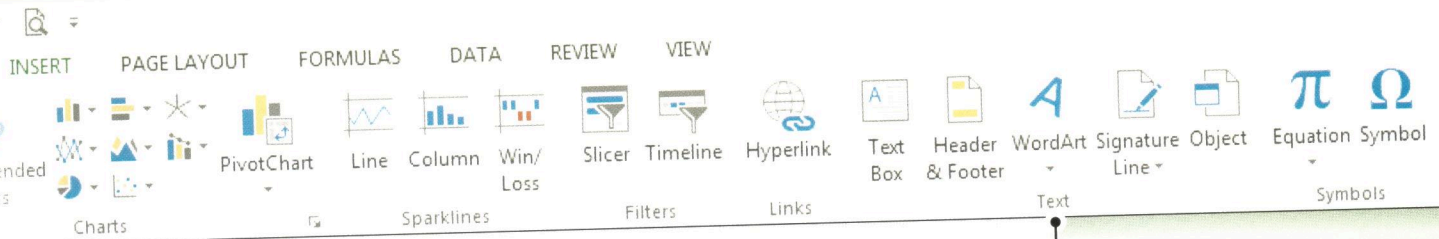
Use this icon to repeat content at the top and bottom of each printed page.



Signature
Line

Signature Line:

Use this drop-down menu to insert a signature line that specifies the individual who must sign the document.



Instructions

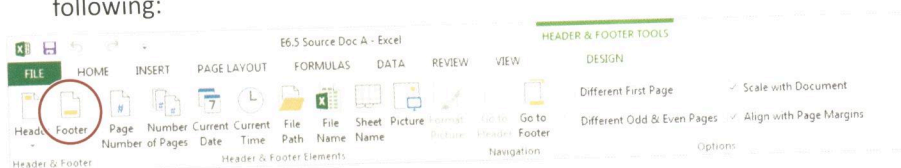
1. Using Microsoft Excel 2013, create a new Blank workbook.
2. Save the file as *5.5 Purchase Order* in your **My Excel Projects** folder.
3. Key the data as shown in *5.5 Source Doc. A*.
4. Make the following formatting changes:
 - a. Change the font size of rows 1 through 4 to 18
 - b. Merge and center cells A6 through E6 and increase the font size to 16
 - c. Italicize cells A8 and A10
 - d. Change the height of row 11 to 72
 - e. Change the width of column B to 20
 - f. Change the width of column C to 25
 - g. Change the width of columns D and E to 12
 - h. Center align row 12
 - i. Change the height of rows 26 and 28 to 108
 - j. Apply All Borders to cells A12 through E23
 - k. Select cells A1 through E28 and apply an outside border

5. From the **INSERT** tab, **Text** group, do the following:

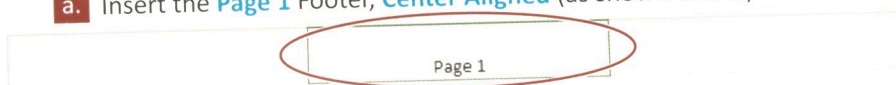
- a. Insert a **Header, Right Aligned**, with the following text [JHS School Store] (as shown below)



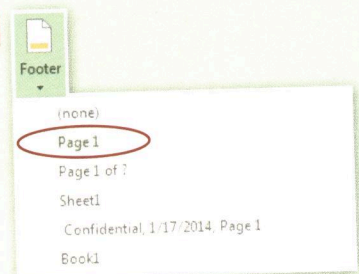
6. With the Header still open, from the **HEADER & FOOTER TOOLS, DESIGN** tab, **Header & Footer** group, click on the Footer icon (as shown below) and do the following:

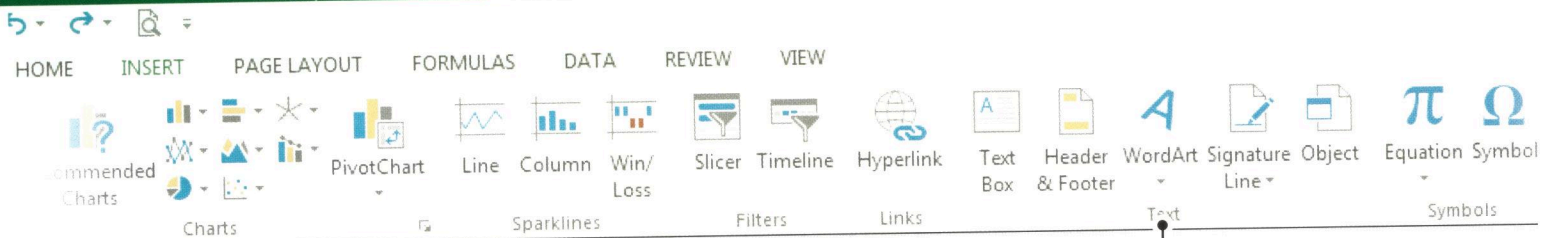


- a. Insert the **Page 1 Footer, Center Aligned** (as shown below)



6a.

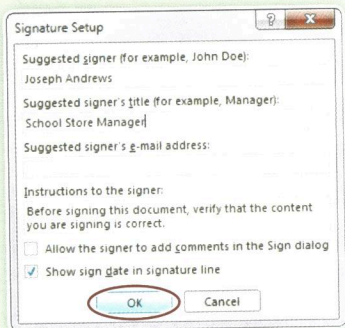




7a.

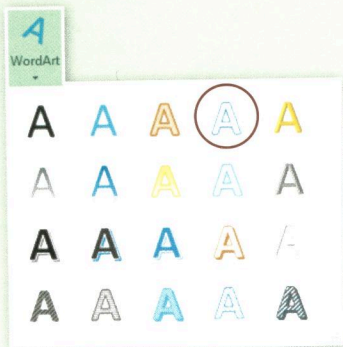


7b.



7c.

7h.



7. From the **INSERT** tab, **Text** group, do the following:

- a. Insert a **Microsoft Office Signature Line** in cell A26
- b. Key the text [Joseph Andrews] for the **Suggested signer** in the **Signature Setup** box
- c. Key the text [School Store Manager] for the **Suggested signer's title** in the Signature Setup box, then click OK
- d. In cell A28, insert a Signature Line and key the text [Elizabeth Hoy] and [School Store Assistant Manager] in the Signature Setup box
- e. Select both Signature Lines and hit the right arrow key three times to move them away from the outside border
- f. Insert a **text box** at the top right corner of the worksheet with the following text [ATTN: School Store Manager]
- g. Resize the text box so that all of the text fits appropriately
- Ⓢ *Note: Use 5.5 Source Doc. B as a visual reference when placing the text box.*
- h. Insert a **WordArt** using the **Fill – White Outline – Accent 1, Shadow** in the bottom right corner of the worksheet and key the text [JHS School Store]
- Ⓢ *Note: Use 5.5 Source Doc. B as a visual reference when placing the WordArt.*

8. Proofread your work for accuracy and format, then resave the file.
9. Select all cells containing data and Print Preview your worksheet.
10. Your worksheet should look similar to 5.5 Source Doc. B.
11. Print a copy if required.



5.5 Source Doc. A

	A	B	C	D	E
1	Jackson High School				
2	555 Post Road				
3	Springfield, MA 01234				
4	617-555-1212				
5					
6	Purchase Order				
7					
8	Date:				
9					
10	Issued to:				
11					
12	QTY	Description	Instructions	Cost Each	Subtotal
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23				Net Total:	
24					
25	Authorized by:				
26					
27	Received by:				
28					

