

Spreadsheets Exercise

Topic: Auditing and Error Tracing

Details: Tracing errors and formulae auditing tools

1. Locate a place for saving your exercise files, creating a folder named: Auditing
2. Open the Excel Workbook named: Auditing_Purchase
3. Open the Word document file named: Auditing_StudentEvidence
4. Within the Word document just opened, type your name in the appropriate place at the top of the document. Follow the instructions within the document. No need to have this exercise file open now – it will only be required when saving files.
5. Now that all instructions within the Word document file named Auditing_StudentEvidence has been followed and fully complete, save said file to your Auditing folder, naming the completed file as: **1AuditEvidence**
6. Fix all the errors within the Excel Workbook named Auditing_Purchase and save the edited file with all errors fixed to the folder Auditing, saving the Excel Workbook as: **2ErrorsFixed**
7. Once again look over the notes provided.
8. Close all files