k. Click cell D6 and use semi-selection to calculate and format the percentage of sold and unsold seats by doing the following:
   - Type =, click cell C6, type /, and then click cell B6 to enter =C6/B6.
   - Press Tab to enter the formula and make cell E6 the active cell. This formula divides the number of seats sold by the total number of Box Seats.
   - Type =(B6-C6)/B6 and click Enter on the left side of the Formula Bar to enter the formula and keep cell E6 the active cell. This formula must first subtract the number of sold seats from the available seats to calculate the number of unsold seats. The difference is divided by the total number of available seats to determine the percentage of unsold seats.
   - Select the range D6:E6, click Percent Style in the Number group, and then click Increase Decimal in the Number group. Keep the range selected.
   - Double-click the cell E6 fill handle to copy the selected formulas down their respective columns. Keep the range selected.
   - Click Align Right in the Alignment group and click Increase Indent twice in the Alignment group. These actions will help center the data below the column labels. Do not click Center; doing so will center each value and cause the decimal points not to align. Deselect the range.

l. Display and preserve a screenshot of the formulas by doing the following:
   - Click New sheet, double-click the Sheet1 sheet tab, type Formulas, and then press Enter.
   - Click the View tab and click Gridlines in the Show group to hide the gridlines on the Formulas worksheet. This action will prevent the cell gridlines from bleeding through the screenshot you are about to embed.
   - Click the Seating sheet tab, click the Formulas tab on the Ribbon, and then click Show Formulas in the Formula Auditing group to display cell formulas.
   - Click cell A1 and drag down to cell E11 to select the range of data.
   - Click the Home tab, click Copy arrow in the Clipboard group, select Copy as Picture, and then click OK in the Copy Picture dialog box.
   - Click the Formulas sheet tab, click cell A1, and then click Paste.
   - Click the Page Layout tab, click Orientation in the Page Setup group, and then select Landscape to change the orientation for the Formulas sheet.
   - Click the Seating sheet tab, click the Formulas tab, and then click Show Formulas in the Formula Auditing group to hide the cell formulas.

m. Click the Seating sheet tab, press Ctrl and click the Formulas sheet tab to group the two sheets. Click the Page Setup Dialog Box Launcher, click the Margins in the Page Setup group, and then select Custom Margins. Click the Horizontally check box to select it and click Print Preview. Excel centers the data horizontally based on the widest item in each worksheet. Verify that the worksheets each print on one page. If not, go back into the Page Setup dialog box for each worksheet and reapply settings if needed. Press Esc to leave the Print Preview mode.

n. Click the Page Setup Dialog Box Launcher, click the Header/Footer tab in the Page Setup dialog box, click Custom Footer. Click in the left section of the footer and type your name. Click in the center section of the footer, and click Insert Sheet Name. Click in the right section of the footer, click Insert File Name, and then click OK to close the Footer dialog box. Click OK to close the Page Setup dialog box.

o. Right-click the Seating sheet tab and select Ungroup Sheets.

p. Save and close the file. Based on your instructor's directions, submit e01p3TicketSales_LastFirst.