Prepare the Retired worksheet for printing by doing the following:

- Set 0.2" left and right page margins.
- Select the range E1:E358, click the Page Layout tab, click Print Area in the Page Setup group, and then select Set Print Area.
- Click Print Titles in the Page Setup group, click the Rows to repeat at top Collapse Dialog Box, click the row 1 header, and then click Expand Dialog Box. Click OK.
- Click the View tab and click Page Break Preview in the Workbook Views group. Decrease the top margin to avoid having only one or two records print on the last page.

Create a footer with your name on the left side, the sheet name code in the center, and the file name code on the right side of each worksheet.

Save and close the file. Based on your instructor's directions, submit ch4p1Collectables_LastFirst.

2 Sunny Popcorn, Inc.

You are a financial analyst for Sunny Popcorn, Inc. and have been given the task of compiling a workbook to detail weekly sales information. The current information provided detailed sales rep information, flavors ordered, account type, and volume ordered. The owners are specifically interested in local sales that are generating at least $150.00 a week. To complete the document you will sort, filter, use table tools, and apply conditional formatting. Refer to Figure 4.53 as you complete this exercise.

![Figure 4.53 Sunny Popcorn Inc](image-url)