



Step-By-Step

1. Format a Worksheet

Follow the steps to complete the activity.

FIGURE 3.45 Font box in Font group

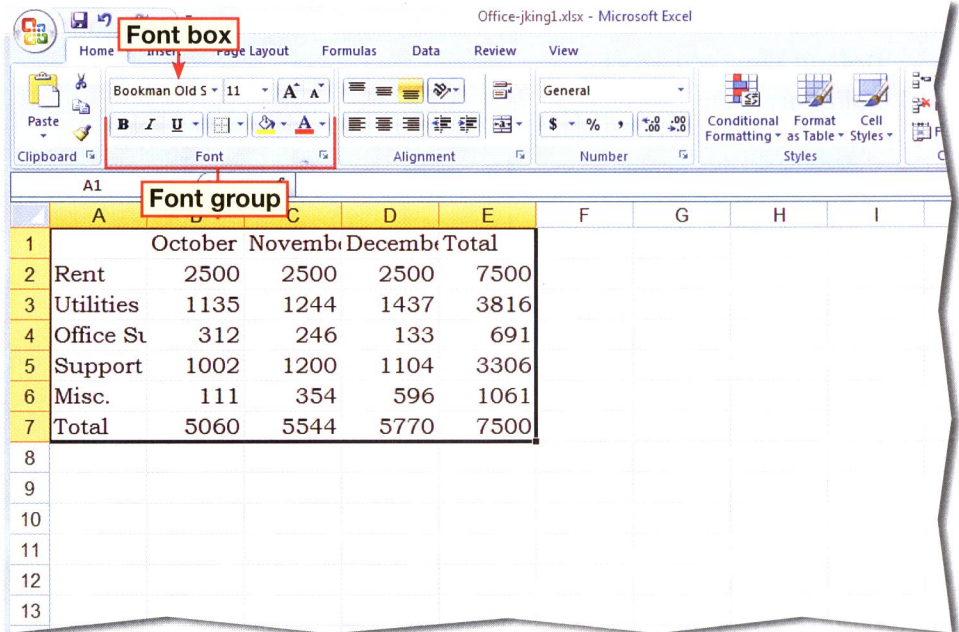
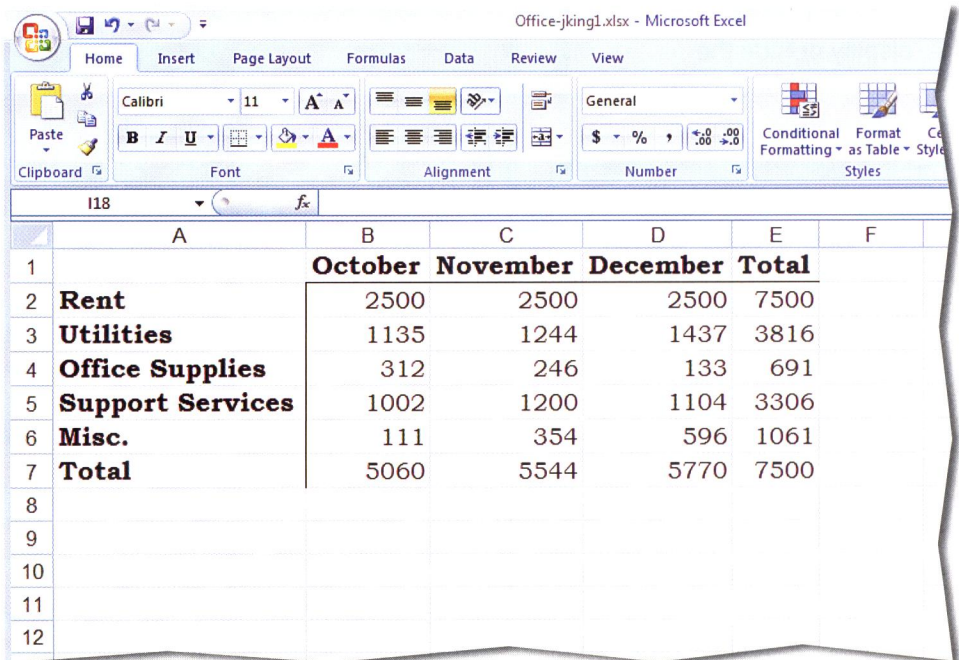


FIGURE 3.46 Modify column width



1 Open the data file **Office.xlsx**. Save as: **Office-[your first initial and last name]1**.

2 Select **A1:E7**. On the **Home** tab, in the **Font** group, choose the font **Bookman Old Style** (see Figure 3.45).

3 Select **A2:A7**. Change the **Font Size** to **12**. Click **Bold** **B**.

4 From the **Border** drop-down list, choose **Right Border**.

5 Select **B1:E1**. Click **Bold** **B**.

6 Change the **Font Size** to **12**.

7 On the **Border** drop-down list, choose **Bottom Border**.

8 Double-click the lines between the column heads to increase the width of columns A, B, C, D, and E.

9 **CHECK** Your screen should look like Figure 3.46. Save and close your file.

Step-By-Step

- 1 Open your **Office-1** file. Save as: **Office-[your first initial and last name]2**.
- 2 Select **A1:E7**. Choose **Home> Styles>Format as a Table**. Select **Table Style Light 9**. Click **OK**.
- 3 Select **B2:E7**. Choose **Home>Cell Styles>Currency** (see Figure 3.47). If necessary, double-click the lines between column headings to increase the width of columns B, C, D, and E.
- 4 In cell **A1**, change the column heading to **Monthly Expenses**.
- 5 Change the **Font Size** to **12**. Adjust the column width, if necessary.
- 6 **CHECK** Your screen should look like Figure 3.48.
- 7 Save and close your file.

2. Format As a Table and Use Cell Styles

Follow the steps to complete the activity. You must complete Practice It Activity 1 before doing this activity.

FIGURE 3.47 Currency style selected in Cell Style menu

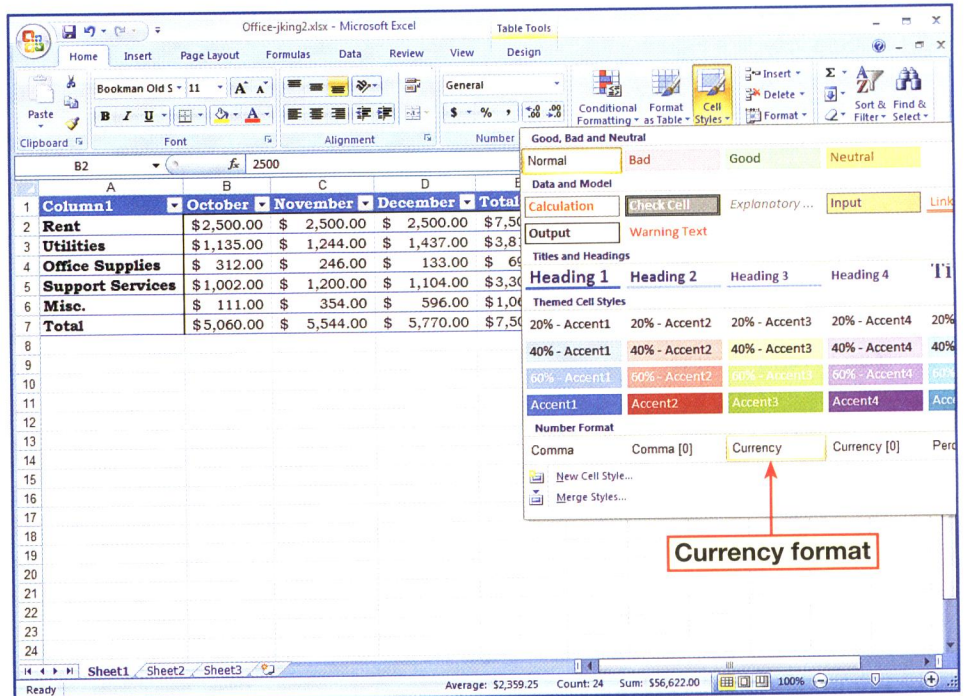
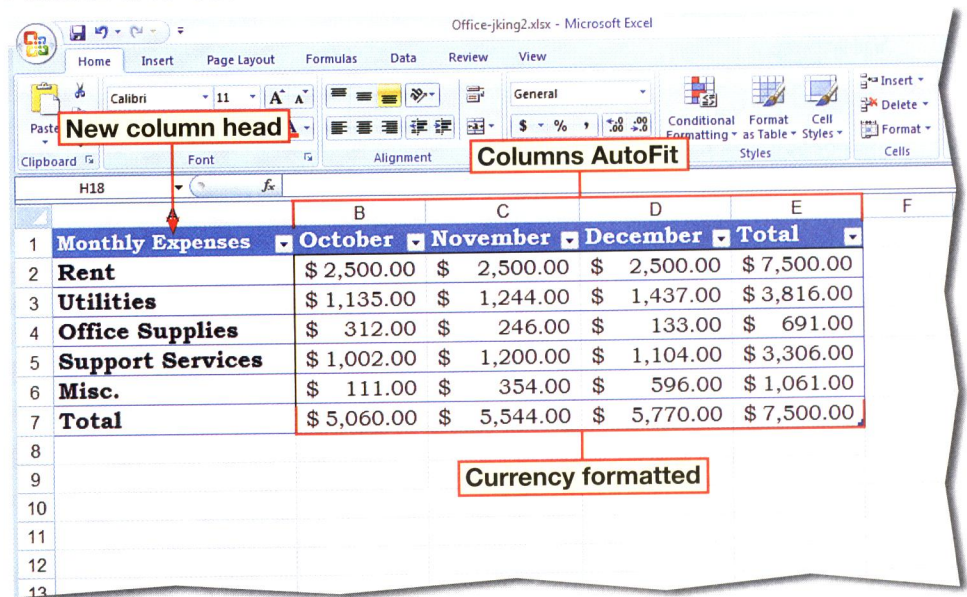


FIGURE 3.48 Column header added to cell A1





Step-By-Step

- 1 Open your **Office-2** file. Save as: **Office-[your first initial and last name]3**.
- 2 Choose **Home>Cells>Format**. Under **Organize Sheets**, click **Rename Sheet**.
- 3 Key: **Monthly Expenses**. Press **ENTER**.
- 4 Choose **Home>Cells>Format**. Under **Organize Sheets**, click **Tab Color**.
- 5 Select **Red**.
- 6 **iCHECK** Your screen should look like Figure 3.49.
- 7 Choose **Page Layout>Page Setup>Background**.
- 8 Navigate to the folder containing the data file **OfficeInc.JPG**. Select the file. Click **Insert**.
- 9 **iCHECK** Your screen should look like Figure 3.50.
- 10 Save and close your file.

3. Add a Background and Rename a Worksheet

Follow the steps to complete the activity. You must complete Practice It Activity 2 before doing this activity.

FIGURE 3.49 Tab color added to worksheet

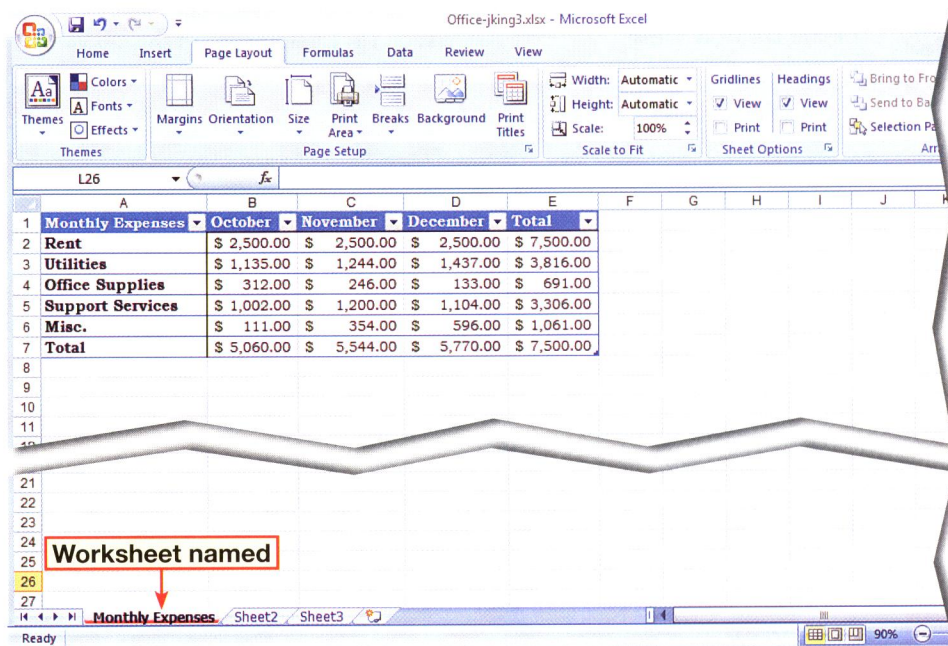
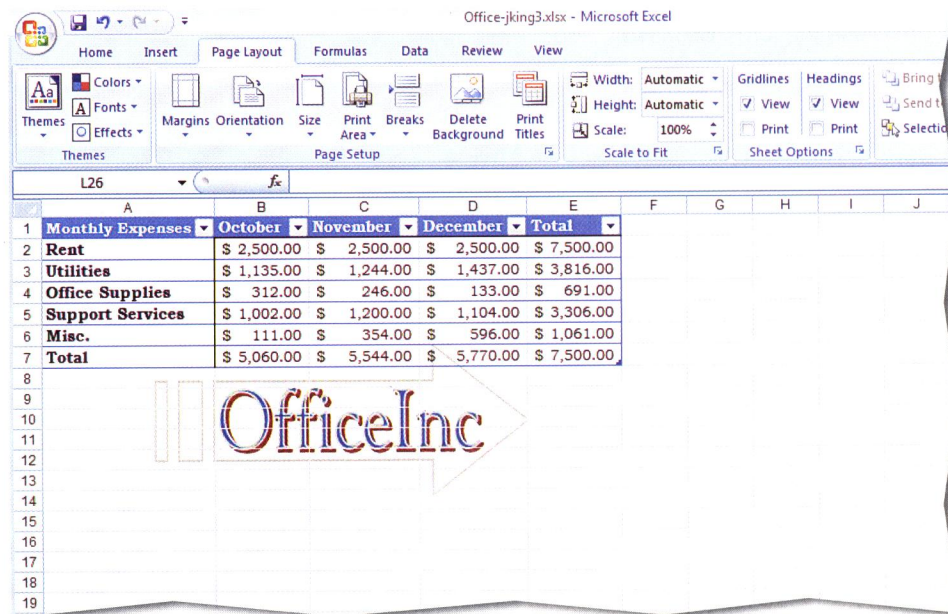


FIGURE 3.50 Office Inc. background added to worksheet



Step-By-Step

- 1 Open the data file **Planner.xlsx**. Save as: **Planner-[your first initial and last name]4**.
- 2 Change the **Font Size** of **A2:C2** to **12**.
- 3 Bold the text in **A2:C2**. Change the font of **A1** to font size **14** and **Bold**.
- 4 Adjust the width of column **A**.
- 5 Change the **Font Color** of row 2 and column A to **blue**. Center the title in **A1** across **A1:C1**.
- 6 **iCHECK** Your screen should look like Figure 3.51.
- 7 In column **B**, list how you spend your after-school hours. In column **C**, list how you could spend your time more efficiently.
- 8 Adjust the width of columns **B** and **C**.
- 9 **iCHECK** Your screen should look similar to Figure 3.52.
- 10 Save and close your file.

4. Schedule Change



One characteristic of being flexible is the willingness to change the way you do things. Create a schedule that lists the way you typically spend your after-school and evening time. Consider the things you normally do such as chores. Next to that list, key in how you think you might be more efficient during those hours. Remember to proofread for mistakes.

FIGURE 3.51 Planner with formatting applied

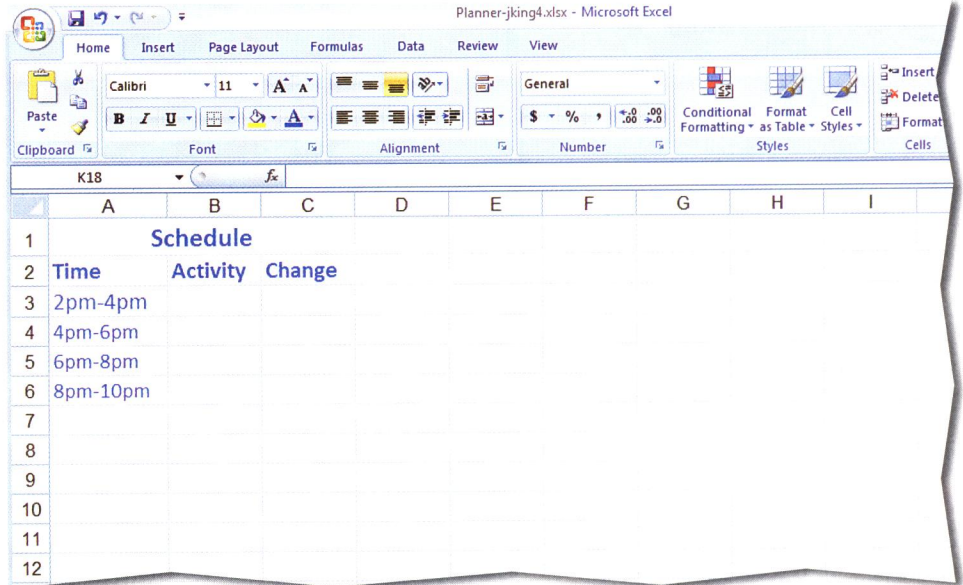
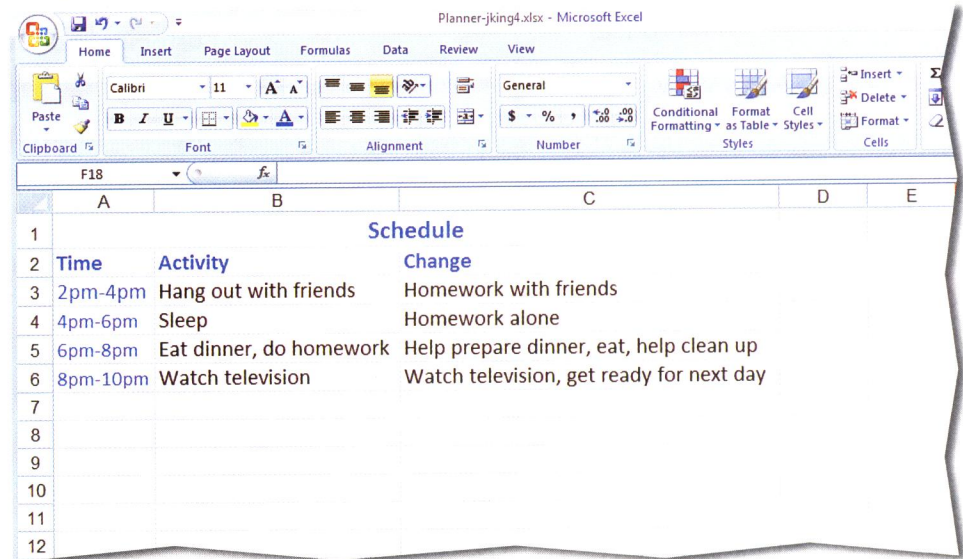


FIGURE 3.52 Completed planner



Step-By-Step

1 Open the data file **Backpacking.xlsx**. Save the file as: **Backpacking-[your first initial and last name]5**.

2 Add a bottom border for cells **A1:C1**.

3 Select **A1:C1**. Bold and center the cell contents.

4 In each column, list three items you would need for that category. Adjust the width of each column.

5 **!CHECK** Your screen should look similar to Figure 3.53.

6 Rename the worksheet tab **Packing** and change the tab color to **Green**.

7 Choose **Page Layout>Page Setup>Background**. Locate the data file **Pack.JPG** and insert it.

8 Hide **Sheet2** and **Sheet3**.

9 **!CHECK** Your screen should look similar to Figure 3.54.

10 Save and close your file.

5. Being Prepared



As part of a contest, you and a group of friends must spend a week in the wilderness living out of a backpack. Create a worksheet to list what you should take on your trip.

FIGURE 3.53 Backpacking list

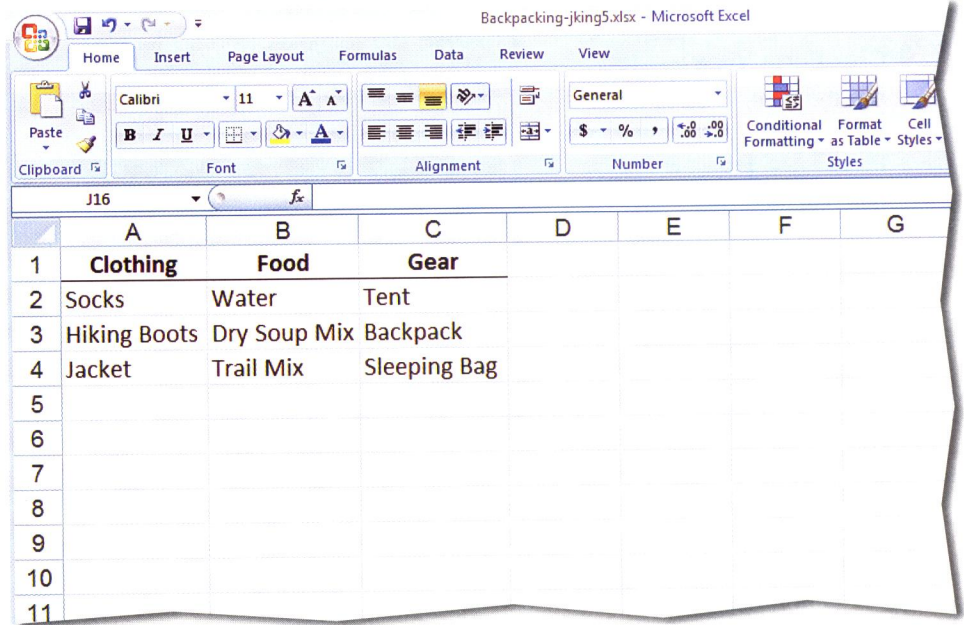


FIGURE 3.54 Formatted backpacking list

