Excel Module 1: Microsoft Excel Basics

Project 1-2

1. Open the **Shop.xlsx** workbook from your folder.

2. **SAVE AS:**   **FLastName Technology Shop**

3. Switch to **Page Layout View**. Insert a **footer** using the following format:

(L) Your Name Goes Here   **(C) CS151-##**   **(R) File Name Goes Here**

4. Switch back to **Normal View**.

5. **AutoFit** column **A**.

6. Change the width of columns **B**, **C**, and **D** to **12.00** characters.

7. **Bold** and **center** the text in the range **B5:D6**

8. **Bold** the text in cell **A6**.

9. **Indent** the range **A7:A10**

10. Change the text in cell **A1** to **16-point Cambria**. **Merge and center** the range **A1:D1**

11. Change the **fill color** of cell **A1** to **Green**.

12. Change the **fill color** of the range **A2:D2** to **Yellow**.

13. Change the **fill color** of the range **A3:D3** to **Red**.

14. Format the range **C7:D10** and cell **D11** to **Currency** number format.

15. Format cell **D11** with the **Total cell Style**. Change the **fill color** of cell **D11** to **Yellow**.

16. Add a **thick bottom border** to the range **A6:D6**

17. In cell **A3**, enter your name.

18. **Save** and preview the workbook. Close the workbook and exit Excel.