# Lesson 2: Microsoft Excel Basics EX 49

# Project 2-2

1. Start Excel. Open the **Birds.xlsx** workbook from the drive and folder where you Data Files are stored.
2. **SAVE AS:** **Birds Census (*followed by your initials*)**.
3. Switch to **Page Layout View**. Insert a **footer** using the following format:

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

1. Switch back to **Normal View**.
2. Change the width of column **A to 25.00** characters.
3. Merge and Center the range **A1:F1** and the range **A2:F2**
4. Format cell **A1** with the **Title cell style** and change the **Fill Color** to **Orange, Accent 6**.
5. Change the **Fill Color** of cell **A2** to **Accent6**.
6. **Bold** the range **A6:F6**
7. Angle the data in the range **B6:F6** **counterclockwise**.
8. Change the **width** of columns **B through E** to **6.00** characters.
9. **Bold** the range **A14:F14**
10. **Indent** and **italicize** the range **A7:A13**
11. **Right-align** the text in cell **A14**.
12. Format the range **B14:F14** with a **top** and **double bottom border**.
13. Change the **font color** the text in the range **F6:F14** to **Orange, Accent 6, Darker 25%.**
14. **Save** and **preview.** Make sure the footer is at the bottom.