

Excel Module 1: Microsoft Excel Basics

Project 1-1

1. Open the **Birds.xlsx** workbook from your folder.
2. **SAVE AS:** **FLastName Birds Census**
3. Switch to **Page Layout View**. Insert a **footer** using the following format:

(L) Your Name Goes Here (C) CS151-0# (R) File Name Goes Here

4. Switch back to **Normal View**.
5. Change the width of column **A** to **25.00** characters.
6. Merge and Center the range **A1:F1** and the range **A2:F2**
7. Format cell **A1** with the **Title cell Style** and change the **Fill Color** to **Orange, Accent 6**.
8. Change the **Fill Color** of cell **A2** to **Orange, Accent6**.
9. **Bold** the range **A6:F6**
10. Angle the data in the range **B6:F6** **counterclockwise**.
11. Change the **width** of columns **B through E** to **6.00** characters.
12. **Bold** the range **A14:F14**
13. **Indent** and **italicize** the range **A7:A13**
14. **Right-align** the text in cell **A14**.
15. In cell **A16**, **Wrap Text**.

16. Format the range **B14:F14** with a **top** and **double bottom border**.
17. Change the **font color** the text in the range **F6:F14** to **Orange, Accent 6, Darker 25%**.
18. **Save** and **preview**. Make sure the ****footer**** is at the bottom.
19. **Close** the file.