

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) CS151-0# (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.