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**Excel 2010 Assignment 1**

For this assignment, you will use Excel 2010 to create, save, and close a new spreadsheet using features and commands taught in this week’s lessons.

**Complete the following tasks, in order, step-by-step.  NOTE**: Please do not change any of the default settings (i.e., fonts, formatting, arrangement of items, etc.) or add/delete any additional items or formatting within your assignment unless specifically asked to do so in the instructions below.

1. Open a new, blank worksheet in Excel 2010
2. Modify column width to a specific measurement:
   1. Format the **width** of **Columns A, B**, and **C** to **12**
3. Apply a number format to specific cells:
   1. Modify the **Number Formatting** in cell range C3:C11 so that all the numbers appear in the **Number** format **with 2 decimal places**
4. Enter text and number data into a spreadsheet
   1. In **Column A** type text in the **steps below** (**b-j**), exactly as it is written, into each of the indicated cells:
   2. **A1**: Weekly Workout Log
   3. **A2**: Day
   4. **A3**: Sunday
   5. **A4**: Monday
   6. **A5**: Tuesday
   7. **A6**: Wednesday
   8. **A7**: Thursday
   9. **A8**: Friday
   10. **A9**: Saturday
   11. In **Column B** type the text in the **steps below** (**l-u**), exactly as it is written, into each of the indicated cells:
   12. **B2**: Activity
   13. **B3**: Rest
   14. **B4**: Yoga
   15. **B5**: Jogging
   16. **B6**: Jogging
   17. **B7**: Weights
   18. **B8**: Jogging
   19. **B9**: Pilates
   20. **B10**: TOTAL
   21. **B11**: AVERAGE
   22. In **Column C** type the text in the **steps below** (**w-ad**), exactly as it is written, into each of the indicated cells:
   23. **C2**: Time Spent
   24. **C3**: 0
   25. **C4**: 60
   26. **C5**: 30
   27. **C6**: 20
   28. **C7**: 30
   29. **C8**: 30
   30. **C9**: 60
5. Format text within selected cells:
   1. Format the title **Weekly Workout Log** with the following changes **(steps b-e)**:
   2. Change the **font style** to **Tahoma**
   3. Change the **font size** to **15 pt font**
   4. Modify the title by **adding Underline formatting** from the font group
   5. Increase the **row height** of **Row 1** to the **specific measurement** of **18**
6. Make the following formatting changes to cells **A2, B2**, and **C2:**
   1. Apply a **red fill color**
   2. Change the **text color** to **white**
   3. Modify the text by **adding Bold formatting** from the font group
7. Add a border to selected cells:
   1. Apply the border option called **All Borders** to cell range **A2:C9**
   2. Apply the border option called **Thick Box Border** to cell range **B10:C11**
8. Write various simple formulas:
   1. In cell **C10**, write a simple formula that finds the sum of cell range **C3:C9**. Do not use AutoSum or the SUM function.
   2. In cell **C11**, write a simple formula that finds the average of cell range **C3:C9**. Do not use AutoSum or the AVERAGE function. You will need to use at least one cell reference. **(HINT:** To find the average, take the total in cell C10 and divide by the number of days)
9. Modify page set up including margins
   1. Set the **Margins** to **WIDE** from the default margins options
   2. In the Page Layout tab, set the **Print Area** to **A1:C11**
10. Save your spreadsheet and submit to your instructor using the online submission tool



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