Top of Form

**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



Bottom of Form