



Microsoft Excel 2010

Lesson 1



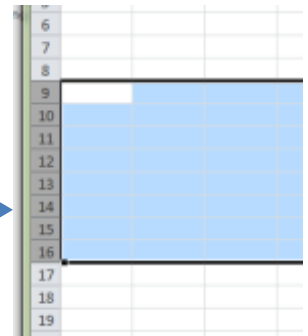
Lesson 1:

In this lesson you will master the following concepts in Excel:

- Inserting & Deleting Rows
- Entering Text
- Font size & Style
- Resizing Columns
- Adding and deleting columns
- Row height
- Merge & Center
- Text and Background Fill
- Borders
- Simple Autofill

Pull up Lesson 1 from Desktop/Computer Spreadsheets/Assignments/Lesson 1

1. Inserting, Deleting rows & Entering Text
 - a. Insert a new row **below** Row 1.
 - b. Enter: Wedding Breakfast Seat Assignments
 - c. Highlight ROWS 52-59. Delete them. Table G is now gone.
2. Resizing columns & Alignment
 - a. Change Column WIDTH of C & D to 6.
 - b. Change the alignment in columns C&D to Center.
3. Merge & Center, Font Size and Style
 - a. Use merge and center for A1:D1.
 - b. Use merge and center for A2:D2
 - c. Change the font in A1 to 22. Choose a new font for it.
 - d. Change the font in A2 to 12. Italicize it.
4. Color Fill, Font Size & Borders
 - a. Highlight cells A3-D3. Change the background color to Red, and the text to white.
 - b. Bold and center it.
 - c. Highlight rows 4-59 and change the font to 8. **(Make sure to highlight the ROWS by clicking on the numbers—don't highlight just the cells or the cell size will not change and it won't fit on one page!)**
 - d. Auto re-size columns A & B to fit all names.
 - e. Highlight A3-D59 and add All Borders



- f. Highlight cells A4-D11 (everyone on table A) and change the background fill to a light color of your choice.
 - i. Do this for all the tables—a different color for each table.
5. Simple Autofill
 - a. Go to cell C52. Change the H to a G.
 - b. Autofill down to C59 so they all read G.
 - c. Highlight cells A1-D59 and do a thick box border
6. Lesson 1 Complete.
 - a. Save Document as [Your Name] – Lesson 1
 - b. Add a header with your name on the left , File name in the middle, and Lesson # 1 on the right.
 - c. Submit via Dropbox