#  <br> Microsoft Excel 2010 

Lesson 4

## Lesson 4:



In this lesson you will master the following concepts in Excel:
Open Lesson 3 from student common. In this lesson you will master the following concepts in Excel:

- Review previous concepts
- Shrink Text, Column width
- Wrap text, Angled Text, Mid Alignment
- Margins, Orientation
- Min, Max, Average
- Gradient Fill
- Insert Picture

Pull up Lesson 4 Starter

1. Review:
a. Highlight cells A1-Q1 and merge it. Merge A2-Q2 as well.
b. In A1, change the font to the font of your choice. Make it size 18.
c. Italicize the text in A2.
d. Highlight A1-A2 and change the font to white and the background color to orange.
e. Highlight A3-Q22 and change the background color to white.
f. Bold "head coach" and "Asst. coaches"
g. Italicize the text in B6.
h. Change the font size in C9-C22 to 8.
i. Change the font size in row 8 to 10.
2. Shrink Text \& Column Size
a. Shrink the text in cells B9-B22
b. Highlight columns C-Q. Change the column width to 6.57 pixels.
3. Wrap, Angled Text, Alignment
a. Highlight B8-Q8.
b. Wrap the text
c. Rotate the text up
d. Center the text, then center align it
e. Resize row 8 slightly so that "Coachability" in cell L8 is in one line.
f. Highlight cells D9-Q22 and center it.
4. Margins \& Orientation
a. Change the margins to narrow
b. Change the orientation to landscape
c. It should now fit on one page.
5. Min, Max, Average
a. Put your cursor in M9 to figure out the highest ranking. Use the $=\mathrm{MIN}$ function to do this. (Remember, because it is a RANK, 1 is the highest number. That is why you use MIN in this case!)
b. Don't forget to put the range in parenthesis.
c. In cell N9, use the =MAX function to figure out the lowest ranking.
d. In cell 09 use the =AVERAGE function to figure out the average ranking
i. Get the average of ALL their scores, not just the highest and lowest.
e. Use Autofill to drag your functions down for all players.
6. Review - Decimals
a. Highlight O9-O22. Go to Format Cells and change the number decimal to 0 instead of 2.
7. Review - Borders \& Shading
a. Highlight cells A8-Q22 and add all borders
b. Highlight cells M8-O22 and add a thick box border
c. Highlight cells P8-Q22 and add a thick box border
d. Highlight M9-O22 and change the background color to a light color of your choice
e. Highlight P9-Q22 and change the background color to a light color of your choice.
8. Gradient Fill
a. Highlight A8-Q8 and do a gradient fill of the color of your choice.
9. Review - Sort
a. Sort the names of the players alphabetically.
b. Include their scores in your sort. Do NOT include the numbers by their names.
10. Insert Picture
a. Go to Insert>Picture and get the logo for the team.
b. Place it in the upper right corner
11. Lesson 4 Complete.
a. Save Document as [Your Name] - Lesson 4
b. Add a header with your name on the left, File name in the middle, and Lesson \# on the right.
c. Print. Turn in to the basket.


|  | $\frac{\text { ù }}{\frac{\text { Bu }}{0}}$ |  |  |  |  |  |  |  |  |  |  |  |  | $\begin{aligned} & \text { تٌ } \\ & \frac{\ddot{4}}{4} \\ & \hline \end{aligned}$ | $\frac{\text { 른 }}{\frac{5}{2}}$ | $\begin{aligned} & \text { 륻 } \\ & \frac{5}{5} \\ & \text { H0 } \end{aligned}$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | Barton, Toby | LF, C, 2 B | 1 | 3 | 2 | 5 | 1 | 3 | 1 | 3 | 5 | 1 | 5 | 3 | 2 | 1 |
| 2 | Christensen, Eddie | 18,P,LF | 5 | 2 | 4 | 2 | 6 | 11 | 10 | 8 | 8 | 11 | 2 | 6 |  |  |
| 3 | Creighton, Jonas | C,CF | 4 | 5 | 6 | 7 | 7 | 2 | 3 | 2 | 13 | 13 | 2 | 5 | 3 |  |
| 4 | Howard, Mike | 28,RF | 10 | 14 | 14 | 11 | 3 | 4 | 4 | 6 | 7 | 14 | 3 | 8 | 4 |  |
| 5 | Jones, Bryce | SS, P, C | 6 | 4 | 8 | 9 | 8 | 5 | 5 | 4 | 4 | 9 | 4 | 6 | 6 |  |
| 6 | LeBeau, Josh | CF | 14 | 11 | 11 | 12 | 9 | 10 | 12 | 14 | 3 | 14 | 3 | 11 |  |  |
| 7 | Lopez, Ralph | RF,P,CF | 8 | 8 | 9 | 4 | 4 | 13 | 13 | 9 | 12 | 13 | 4 | 9 |  |  |
| 8 | Marriott, Carson | RF,LF | 2 | 1 | 1 | 6 | 5 | 1 | 2 | 1 | 1 | 6 | 1 | 2 | 1 |  |
| 9 | Murphy, Jason | P,38,LF | 9 | 7 | 3 | 1 | 2 | 8 | 11 | 7 | 6 | 11 | 1 | 6 |  | 2 |
| 10 | Nelson, Jay | SS,RF, 38 | 3 | 6 | 13 | 8 | 14 | 7 | 6 | 5 | 2 | 14 | 2 | 7 |  | 3 |
| 11 | Shore, Adam | $\mathrm{c}, 1 \mathrm{~B}$ | 13 | 12 | 5 | 10 | 12 | 6 | 7 | 10 | 9 | 13 | 5 | 9 | 5 |  |
| 12 | Thomas, Randy | P,RF | 7 | 13 | 10 | 13 | 11 | 9 | 8 | 11 | 11 | 13 | 7 | 10 |  | 5 |
| 13 | Torres, Jorge | Ss, P, C | 11 | 10 | 12 | 14 | 13 | 14 | 9 | 13 | 10 | 14 | 9 | 12 |  | 4 |
| 14 | Washington, Malachi | LLF,C,2B | 12 | 9 | 7 | 3 | 10 | 12 | 14 | 12 | 14 | 14 | 3 | 10 |  |  |

