## 

Microsoft Excel 2010

Lesson 3

Lesson 3:

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

- Orientation
- Review previous concepts
- Autosum
- Find a percentage
- Sort
- Average
- Shrink Text

Pull up the Lesson 3 Starter assignment.

- 1. Orientation
  - a. Add a header with your name on the left , File name in the middle, and Lesson # on the right. Go to View>Normal if you would like to change your view back.
  - b. Go to Page Layout and change the orientation to Landscape
- 2. Review:
  - a. In cell A1, add the title "Grossman Boys School"
  - b. Highlight rows 2 and 3. Insert row.
  - c. Type in "1<sup>st</sup> Semester Grades" in row 2
  - d. Type in "Mr. Forsythe" in row 3
  - e. Merge and center A1-K1. Then do the same for A2-K2 and A3-K3.
  - f. Change to font in A1 to size 22. Choose a font.
  - g. Change the font in A2 to 14. Leave the font.
  - h. Change the font in A3 to Italics. Leave the font.
  - i. Center and bold cells A4-K4. (NOT merge and center!)
  - j. Italicize, center, and underline cells A5-K5. (even the ones with no numbers in them)
  - k. Highlight ROWS 6-37 and change the font size to 8. (make sure you highlight the actual row headings and not just the cells—otherwise it won't fit on one page).
- 3. Shrink Text
  - a. Highlight cells A6-A37. Go to Format Cells, Alignment and shrink the text.
  - b. Widen column A slightly so that "Points Possible" can be read completely, but it doesn't push it over onto another page.
- 4. Autosum
  - a. Figure the total of all assignments in cell J5.
  - b. Figure the total of James Marko's assignments in J6. Unhighlight.



- c. Autofill down from J6 down. (Do not highlight J5 or you will copy the underline formatting.)
- 5. Finding a Percentage
  - a. Figure the overall percentage for James Marco in cell K6.
  - b. In cell K6, highlight "J5" in the equation and change it to an **absolute value** (F4)
  - c. Autofill down for all students
- 6. Sort
  - a. Sort the students alphabetically from column A.
- 7. Average
  - a. In cell A38, Type the word "AVERAGE"
  - b. Calculate the average for Assignment 1 in cell B38. (do NOT include the points possible!)
  - c. Do the same all the way across. You may use Autofill.
  - d. Change cell K38 to a percentage by clicking on the <sup>%</sup> button in your home ribbon.
- 8. Format Review
  - a. Highlight cells A38-K38. Change the background color and text to the colors of your choice. Bold it.
  - b. Put the same coloring on cells A4-K4.
  - c. Highlight cells A4-K38. Add All Borders.
  - d. Highlight cells A1-K28. Add Thick Box Border.
- 9. Lesson 3 Complete.
  - a. Save Document as [Your Name] Lesson 3
  - 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 and move on to Lesson 4.

If it does not fit on one page, revisit steps 1B and 2K!