#  <br> 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 " $1^{\text {st }}$ 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 K 6 , highlight " $J 5$ " 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 ${ }^{\%}$ 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 $1 B$ and $2 K$ !

