EXCEL PROJECT 2: Creating and Formatting a Schedule

Objectives Practiced

▶ Create a new workbook.

▶ Enter data.

▶ Adjust column widths and row heights.

▶ Format cells.

Miranda owns a small business that recycles glass bottles into useful products. She uses a kiln to melt the bottles into cheese trays, serving dishes, and decorative artwork to sell in local specialty stores. She is creating a firing schedule to post as a reminder of how many minutes the kiln should remain at each rate and temperature through the stages of the melting process.

1. Create a new blank workbook and save it as **Project 2 Firing Schedule *XXX*.xlsx** (replace *XXX* with your initials) in YOUR NAME SHARED FOLDER.

2. Enter the data shown in the figure below.

	A	B	C	D	E
1	Firing Schedule				
2					
3	Rate	Temp	Hold		
4	350	1000	10		
5	450	1300	60		
6	full	1510	10		
7	full	1000	30		
8	350	450	0		
9					
10					

*** We have not talked about everything you will encounter. Use the resources in front of you! Google how to do (what ever task you are doing) in Excel OR use the Excel help to complete the projects. I don't expect you to know everything about Excel, but I do expect you to use the resources in front of you to find the answers.**

3. Adjust the width of columns A through C to 12.00 (89 pixels).

4. Adjust the height of rows 4 through 8 to 24.00 (32 pixels).

5. Center the data in cells A3:C8.

6. Merge and center the text in cell A1 across the range of A1:C1, then change the font size to 20 and the text color to Red.

7. Bold and underline the text in cell A3, and change the font size to 12.

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8. Use the Format Painter to copy the formatting in cell A3 to cells B3:C3.

9. Save in YOUR NAME SHARED FOLDER and close the workbook, then exit Excel.

Critical Thinking - Extra Credit - and worth learning how to do

Open the **Firing Schedule *XXX*.xlsx** file. Change the worksheet orientation to Landscape. Center the data horizontally and vertically on the page. Preview the worksheet and print it. Save and close the workbook.