



EXCEL PROJECT 1: Editing and Formatting a Worksheet

Objectives

- Navigate in a worksheet
- Select cells and enter data
- Edit and format cell contents
- Format cells

Jim is a weather reporter for a local television station. As part of his daily report, he uses the Air Quality Index (AQI) to provide information about the air quality in the surrounding area. He is creating an Excel worksheet for tracking this information.

1. Open **EX Project 01** from the website and save it as **Air Quality Index YOURNAME**
2. Use the keyboard to select cell **B3**, and then enter **Numerical Value**
3. Use the mouse to select cell **A4**, and then enter **Green**.
4. Use the keyboard to select cell **B4**, and then enter **0 to 50**.
5. Use the keyboard to select cell **C4**, and then enter **Good**.
6. Use the keyboard to move to the last cell in the worksheet containing data or formatting (should be cell C9) and replace Unsafe with **Hazardous**.
7. Use the Name Box to select cell **A1**, and then apply bold to the text, change the font to Cambria, and change the font size to 18.
8. Use the keyboard to select cells **A3:C3**, and then apply bold to the text in this range, change the font to Cambria, and apply a Thick Bottom Border to the cells in this range.
9. Use the mouse to select cells **A3:C9**, and then center the data in the cells.
10. DO CRITICAL THINKING TASK below
11. Save in two places YOUR DOCUMENTS folder and in YOUR NAME SHARED FOLDER (for me to grade) and close the workbook, then exit Excel.

Critical Thinking

Visit AIRNOW Website at www.airnow.gov and search the site to find the current AQI for a city nearest you. Record the name of the city in cell C13 and record the AQI number in cell D13.

