

**Microsoft Excel 2010, Project 1**

**Project Overview**

In this project, students will explore the Microsoft® Excel® 2010 window and to create a new worksheet.

**Project Goals**

The goal of this project is to help students explore the Microsoft Excel 2010 window and create a new worksheet. Students will learn to edit a worksheet, save the workbook and properly exit the program.

**Institution type**:

High School

**Skills covered**

After successfully completing this project, students will be able to:

* Create a workbook
* Understand Microsoft Excel 2010 window elements
* Select cells
* Enter text, numbers, and dates in a worksheet
* Enter a range of data
* Edit cell contents
* Adjust the size of rows and columns
* Align cell contents
* Find and replace cell contents
* Insert and delete cells, rows, and columns
* Cut, copy, paste, and clear cells
* Use additional paste techniques
* Move between worksheets
* Name and save a workbook
* Open a workbook
* Rename a worksheet
* Preview and print a worksheet
* Close a workbook and exit Excel 2010



**Student Assignment:**

As a high school sophomore, you will soon be old enough to obtain your driver’s license. In looking forward to that, you decide to create a budget that incorporates an aggressive savings plan so that you will be able to purchase a car once you have your license. You will begin a summer job soon and then you plan to work after school and on weekends during the school year. Create a workbook in Microsoft® Excel ® 2010 to record your monthly budget and savings plan for the summer months.

1. Open Microsoft Excel 2010 using the Start menu and create a new blank workbook. Apply the title, *Personal Budget and Savings Plan*, in cell A1 of sheet1.
2. Enter the following information in Sheet1 beginning in cell A3.

|  |  |  |  |
| --- | --- | --- | --- |
| Month | Activities | Food/Miscellaneous | Savings |
| June | 150.00 | 150.00 | 900.00 |
| July | 200.00 | 150.00 | 850.00 |
| August | 200.00 | 150.00 | 850.00 |

1. Resize each column to a column width of 20 pixels.
2. Create named ranges for Month (A3:A6), Activities (B3:B6), Food (C3:C6) and Savings (D3:D6).
3. Save the updated workbook as Project1a\_completein the *Excel 2010 Project 1* folder.
4. Enter the following data in the range E3:E7:

|  |
| --- |
| Total Income |
| 1200.00 |
| 1200.00 |
| 1200.00 |

1. Create a named range for Income (E3:E6).
2. Insert a row at Row 2.
3. Enter the current date in cell A3.
4. Modify the row height of row 3 to 18 pixels.
5. Rename Sheet 1 to Budget.
6. You have determined that $150 for Activities in June will not be sufficient. Copy the amount from cell B6 in the cell B5.
7. After adjusting the activities amount for June you will also need to modify the Savings amount. Copy the Savings amount in cell D6 to cell D5.
8. Save the updated workbook as ***LastnameProject1b\_complete***folder and close the program.
9. Submit the assignment to my website.