

**Microsoft Excel 2010, Project 2**

**Project Overview**

In this project, students will apply formatting to a worksheet that has been created in Microsoft® Excel® 2010

**Project Goals**

The goal of this project is to help students learn to apply formatting to a worksheet that has been created in Microsoft Excel 2010. Students will learn to edit the worksheet and apply formatting attributes to enhance the appearance of the worksheet.

**Institution type:**

High School

**Skills covered**

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

* Format text
* Format numeric data
* Format numbers as currency
* Use Format Painter
* Add borders to cells
* Add shading to cells
* Use AutoFormat
* Apply conditional formats
* Create and apply styles
* Merge cells



**Student Assignment:**

You are planning to try out for the Deerwood High School Track Team. In order to prepare, you are carefully watching your diet and scheduling extra workouts. Prepare a workout spreadsheet to track your exercise each day and determine your caloric output using the following data:

1. Create a heading in cell A1, Workout Schedule.
2. Enter day information below beginning in cell A3.

|  |  |  |
| --- | --- | --- |
| Day | Workout Description | Approx. Calories |
| Monday | 5 miles, 7 x 400 meters (1.50) | 475 |
| Tuesday | 6 miles easy 9:00 – 9:30 pace | 500 |
| Wednesday | Rest day | 0 |
| Thursday | 8 miles, long run, 8:30 pace | 775 |
| Friday | Cross Training, 1 hour. | 400 |
| Saturday | 4 miles, 4 x 1200 meters (5:15-5:30) | 450 |
| Sunday | Bike Ride, 10 miles easy | 750 |

1. Merge and center and format the worksheet title to bold, 14-point font.
2. Change the width of columns A-C to be 25 point.
3. Format cell A3 to bold and underlined. To save time use the Format Painter to copy the format of cell A3 to cells B3:C3.
4. Apply an indent to the data in cells A4:A10.
5. Apply an outside border around cells A3:C10 and a double underline border under cells A3:C3.
6. Fill cells A3:C3 with any light shading that you choose.
7. Save the updated workbook as Project2a\_completein theMicrosoft®Excel®2010 *Project 2* folder.

* Rename Sheet1 to Original.
* Copy all of the data from the Original Worksheet to Sheet 2.
* Apply the table style Light 12 to the sheet 2 table.
* Rename Sheet 2 worksheet to New.
* Save the workbook as Project2b\_complete in the Excel 2010 *Project 2* folder.
* Create a new style named, *Workout\_style*, based upon the Table Style Light 12 that uses the following:
  + Dotted inside table border
  + Thick line outside border
* Apply the custom style to the *New* worksheet.
* Create a conditional format that highlights any workout in light yellow that burns more than 500 calories.
* Save the workbook as ***LastnameProject2c\_complete***.
* Close the workbook and close Excel 2010.
* Submit the assignment to my website.