

**Microsoft Excel 2010, Project 3**

**Project Overview**

In this project, students will format a worksheet for printing in Microsoft® Excel® 2010.

**Project Goals**

The goal of this project is to help students learn to format a worksheet for printing in Microsoft Excel 2010. Students will learn to apply specific formats to a worksheet that will enhance the appearance of the hard copy.

**Institution type:**

High School

**Skills covered**

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

* Add a header and footer to a worksheet
* Change margins and center a worksheet
* Change the orientation and the scale of a worksheet
* Add and delete page breaks
* Set and delete page breaks
* Set other print options
* Magnify and shrink a worksheet on-screen
* Hide and unhide rows and columns



**Student Assignment:**

You are volunteering at the local youth center to educate the kids on the importance of good nutrition. As a part of your discussion, you have gathered nutritional information on several foods commonly enjoyed by teenagers. To prepare for the discussion, you decide to enhance the spreadsheet, Project3\_Studentdata in the student data files, by making the following modifications.

1. Apply a custom header with your name, centered.
2. Apply a custom footer with the date right aligned.
3. Change the left and right page margins to 1.25 inches.
4. Center the worksheet vertically and horizontally on the page.
5. Change the page orientation to landscape.
6. Merge and Center the spreadsheet heading.
7. Format the heading to be 16 point, bold.
8. Format the column headings to be 14 point, bold with a bottom border.
9. Change the column widths to best fit.
10. Save file as Project3a\_complete in a new folder named Microsoft® Excel® 2010 Project 3.
11. Hide row 10.
12. Insert a manual page break after row 9.
13. Set the print area to A1:D9.
14. Set cells A1:D3 to repeat on all pages.
15. Save the workbook as ***LastnameProject3b\_complete***.
16. Close Excel and Submit assignment.