



## First Excel Activity (30 points)

### Atomic Learning Videos

#### Keyword search ~ Excel 2003 - Intro

1. In cell A1, enter My First Worksheet and make this a title. Rename the worksheet Table 1 in the tab at the bottom of the page. (2)
2. In cell A3, type the word First Name (1)
3. In cell B3, type the word Last Name (1)
4. In cell C3, type the words Male/Female(1)
5. In cell D3, type the word Age (1)
6. Starting in cell A4, and moving down, enter the first names of all the students in your PT class. (3)
7. Starting in cell B4, and moving down, enter the last names of each student. (3)
8. In the column Male/Female, type the appropriate gender for each person (male, female, or M or F). (See if you can use copy and paste here...) (2)
9. In the Age column, type the correct age for each person. (2)
10. Make sure to make the Font size 14, and choose a font that is readable, and make a color choice (yellows are not good color choices. (2)
11. Add a second sheet to the worksheet, rename it Table 2. Copy the table of data from the first worksheet into the second worksheet. (2)
12. Change the font, the size, and the color, and also change the order of the columns so that the first column is now last name, and the second column is first name, then age, and then sex. Make sure all the data matches like it does in the first sheet, the columns are just reorganized. (5)
13. Adjust the printing page markers such that the tables are the only thing that will print, and they will print on the page set as landscape. (5)
14. Go to your high school folder, and create a new folder called Excel. Save your excel file with your first initial and last name with the word excel ~ example jnormanexcel. (1)
15. Save a copy in the PT folder called Excel.

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