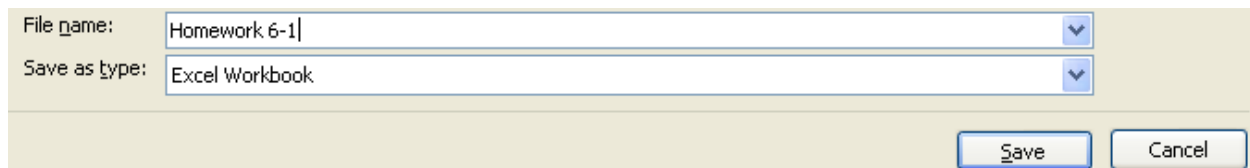The computer teachers at your local high school are planning to teach software classes on selected Saturdays as a service to the community. You have been asked to create a worksheet containing information about the classes.

1. To start Excel, click **Start | All Programs | Microsoft Office | Microsoft Office Excel 2010**. A blank worksheet will appear and Cell A1 will be the active cell.

2. In Cell A1, type `SCHEDULE OF CLASSES` and strike Enter.

3. Click in Cell A3 to make it the active cell. Beginning in Cell A3, type the information from the table below, moving across the rows. Strike **Tab** after each entry until you reach the end of a row of data. At the end of each row of data, strike **Enter** to move to the next row. Some of the entries are too wide to fully display in the cells. You will change the column widths in a later step. Notice that the format of the dates appears different from what you typed. Continue typing until you have entered all the data. **Use capital letters as shown!**

Class	Instructor	Enrollment	Date
Microsoft Word	Roberts	20	3-1
Microsoft Excel	Perez	15	3-8
Microsoft Access	O'Malley	12	3-15
Microsoft PowerPoint	Chen	16	3-1
Microsoft Outlook	Goldberg	10	3-8
Microsoft FrontPage	Mangano	15	3-15

4. Save the file. Click on the Microsoft Office Button and choose **Save As**. Type Homework 6-1 in the File name box. **Excel Workbook** should appear in the Save As type box. Click **Save**.

| File name:	Homework 6-1|	
Save as type:	Excel Workbook	
		Save Cancel

5. You need to change the <u>width</u> for Column A to display all the contents. Click on the right border of the column heading and drag to the right to change the

column width. Make the column wide enough to display the longest entry in the column.

Click and drag a column heading border to resize the column
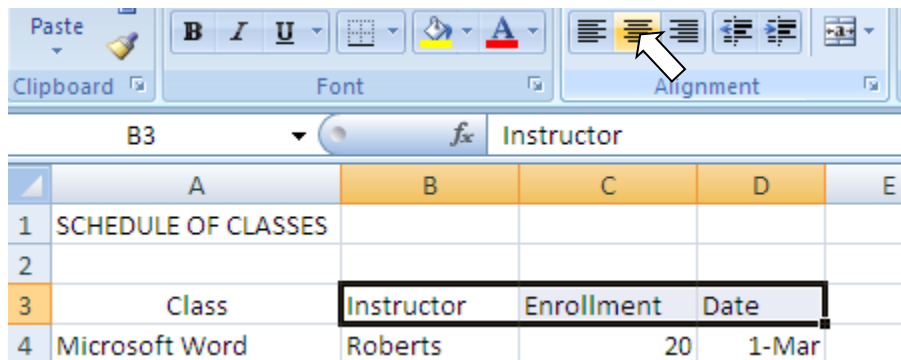
D8

A B

1 SCHEDULE OF CLASSES
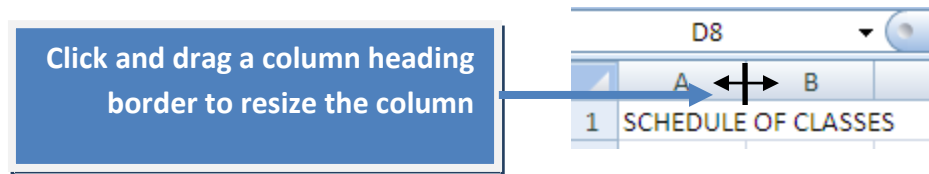
6. Practice setting an exact column width. Click on the header for column B. This selects the entire column. With the cursor anywhere in the column B, right click and choose **Column Width** from the menu. Type 12 in the Column width box. Click **OK**.

Column Width ?

Column width: 12

OK   Cancel
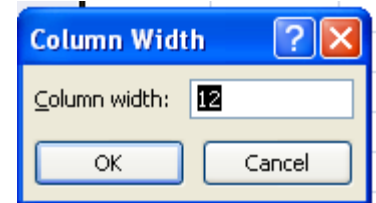
7. Use this same procedure to change the width of Column A to 20 and Column C to 12.

8. Center-align the column heads for an attractive table. Click in a cell that contains a column head such as Cell A3, Class. Click the **Center** button in the **Alignment** group of the **Home** tab. Click in Cell B3 and drag to the right to select the range of Cells B3:D3. Click the Center button. All the column heads should now be centered.

Paste

B I U   A

Clipboard   Font   Alignment

B3   fx Instructor

	A	B	C	D	E
1	SCHEDULE OF CLASSES				
2					
3	Class	Instructor	Enrollment	Date	
4	Microsoft Word	Roberts	20	1-Mar	

9. Center the worksheet title, SCHEDULE OF CLASSES, over the data in the worksheet. Click in Cell Al and drag to the right to select Cells A1:D1. Click the Merge and Center button in the **Alignment** group of the **Home** tab.

A1			f_x	SCHEDULE OF CLASSES

	A	B	C	D	E
1	SCHEDULE OF CLASSES				
2					
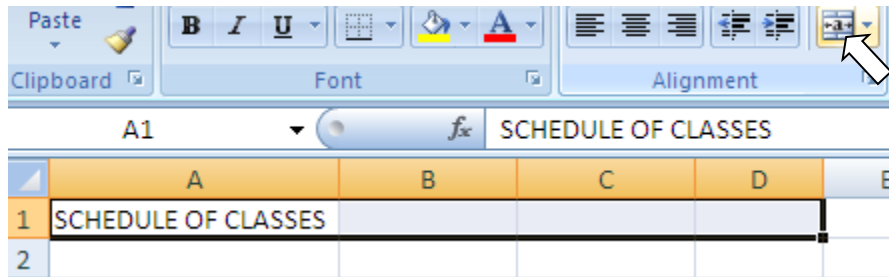
Your worksheet should now look like this:

	A	B	C	D
1		SCHEDULE OF CLASSES		
2				
3	Class	Instructor	Enrollment	Date
4	Microsoft Word	Roberts	20	1-Mar
5	Microsoft Excel	Perez	15	8-Mar
6	Microsoft Access	O'Malley	12	15-Mar
7	Microsoft PowerPoint	Chen	16	1-Mar
8	Microsoft Outlook	Goldberg	10	8-Mar
9	Microsoft FrontPage	Mangano	15	15-Mar