Excel Assignment – Part 1

1. Type your name in Cell A1. Do not change the font or size.
2. Drag the width of A1 to fit your name.
3. Change the color of your name to red text.
4. Change the color of Cell A1 to yellow.
5. In Cell B3, type the word Date
6. In Cell C3, type the word Description
7. In Cell D3, type the word Amount
8. In Cell E3, type the word Balance
9. Center the text in B3-E3
10. Change the color of cells B3-E3 to light blue.
11. Change the width of Columns B, D, E to 1.1”
12. Change the width of Column C to 2”
13. Fill in the following dates: 10/3/13, 10/5/13, 10/10/13, 10/12/13, 10/18/13, 10/23/13 in Cells B4-B9
14. Fill in the following descriptions in C4-C9: Beginning Balance, Rent, Electric Bill, Groceries, Check from Grandma, Ending Balance
15. Fill in the following amounts in D4-D9: 0, -595, -144.18, -84.22, 20, 0
16. In E4, type 1124.23
17. Create a formula to compute the new balance in E5-E9
18. Format the amount and balance columns to dollars: Format, cells, currency, negative numbers red with parenthesis, decimal places 2, OK
19. Put a border around cells B3-E9

Save as: YOUR LAST NAME\_Excel Part 1

Upload to Edmodo and send in the assignment tab