

Activity Sheet: MS Excel 2010 Basics

Activity #1

1. Name the **Tabs** in the **Ribbon**.
2. Name a button located on the **Insert** tab.
3. Name a function located in the **Alignment** group on the **Home** tab.
4. Features are actioned in two ways in Excel: by clicking on their button or by clicking on the Command Group.

True or False

5. There are two ways to print a document in Excel. What are they?

Activity #2

1. Open a new workbook in Excel and save it as "Office Expenses" to the desktop.
2. Enter all the data from the picture below in the first worksheet.

	A	B	C	D
1				
2	Expense Log			
3	Date	Item	Category	Amount
4	9/1/2014	Ink	Supplies	22.5
5	9/2/2014	Paper	Supplies	10
6	9/3/2014	Markers	Supplies	20
7	9/4/2014	Snack	Food	15
8	9/5/2014	Coffee	Food	10
9	9/6/2014	Paper	Supplies	10
10	9/7/2014	Ink	Supplies	15.5
11				

3. Merge and center the worksheet title "Expense Log" in cells A1 through D1.

Activity #3

1. Change the word in cell **B7** from **Snack** to **Snacks** and save the change.
2. Replace the **Item** in cell **B5** with **Coffee**.
3. Replace the **Category** in cell **C4** with **Food**.
4. Replace the **Amount** in cell **D4** with **2.5**.

Activity #4

1. Adjust the width of column **A**.
2. Insert a blank row between Rows **2** and **3**.
3. Insert a blank column between columns **B** and **C**.
4. Delete the blank column between columns **B** and **C**.

Activity #5

1. Move the text from cell **C8** to cell **A3**.
2. Copy and paste the data from cell **D5** into cell **B3**.
3. Remove the data from cells **A3** and **B3**.
4. Copy and paste your data on **Sheet 1** into **Sheet 2** (Note: Do not worry about formatting).

Activity #6

1. Change your title's font to **Segoe UI** and make it bold; change the font color to blue.
2. **Center Align** rows **A** through **D**.
3. Make the background blue and the font white in cells **A4** through **D4**.
4. Place gridlines around the cells in the **Date**, **Item**, **Category**, and **Amount** columns.
5. Add dollar signs to the data in cells **D5** through **D11**.

	A	B	C	D	
1					
2	Expense Log				
3					
4	Date	Item	Category	Amount	
5	9/1/2015	Coffee	Food	\$2.50	
6	9/2/2015	Paper	Supplies	\$10.00	
7	9/3/2015	Markers	Supplies	\$20.00	
8	9/4/2015	Snack		\$15.00	
9	9/5/2015	Coffee	Food	\$10.00	
10	9/6/2015	Paper	Supplies	\$10.00	
11	9/7/2015	Ink	Supplies	\$15.50	
12					