

## 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				
4	Date	Item	Category	Amount
5	4/6/2016	Ink	Supplies	22.5
6	4/7/2016	Paper	Supplies	10
7	4/8/2016	Markers	Supplies	20
8	4/9/2016	Snack	Food	15
9	4/10/2016	Coffee	Food	10
10	4/11/2016	Paper	Supplies	10
11	4/12/2016	Ink	Supplies	15.5
12				

### Activity #3

1. Change the word in cell **B8** from **Snack** to **Snacks** and save the change.
2. Replace the **Item** in cell **B5** with **Coffee**.
3. Replace the **Category** in cell **C5** with **Food**.
4. Replace the **Amount** in cell **D5** with **2.5**.

### Activity #4

1. Adjust the width of column **A**, to make it wider.
2. Insert a blank row between Rows **8** and **9**.
3. Enter this entry in the new row (see picture below) 4/9/2016 | Markers | Supplies | \$12.00
4. Insert a blank column between columns **B** and **C**.
5. Delete the blank column between columns **B** and **C**.

### Activity #5

1. Move the text from cell **A2** to **A1**.
2. Copy and paste the data from cell **D5** into cell **B3**.
3. Remove the data from cell **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 **a font you like and increase the font size**; change the font color to blue.
2. Merge and center the worksheet title "Expense Log" in cells **A1** through **D1**.
3. **Center Align** cells **A4** through **D4** and **A5** through **A12**.
4. Make the background blue and the font white in cells **A4** through **D4**.
5. Place borders around the cells in the **Date**, **Item**, **Category**, and **Amount** columns.
6. Add dollar signs to the data in cells **D5** through **D11**.

	A	B	C	D
1	<b>Expense Log</b>			
2				
3				
4	<b>Date</b>	<b>Item</b>	<b>Category</b>	<b>Amount</b>
5	4/6/2016	Coffee	Food	\$ 2.50
6	4/7/2016	Paper	Supplies	\$ 10.00
7	4/8/2016	Markers	Supplies	\$ 20.00
8	4/9/2016	Snacks	Food	\$ 15.00
9	4/9/2016	Markers	Supplies	\$ 12.00
10	4/10/2016	Coffee	Food	\$ 10.00
11	4/11/2016	Paper	Supplies	\$ 10.00
12	4/12/2016	Ink	Supplies	\$ 15.50
13				