**Ch. 2 Project 1: Using Flash Fill, Dates, Adjusting Column Width, Document Properties**

1. OPEN the **School Names** file.
2. Select Column A, change the column width to 20, column C and D to 19.
3. Use Flash Fill to create columns for the **First** and **Last** name Columns.
4. Delete the content of cells B2:B50.
5. In A1, type # of students and then use Auto Fill to create numbers starting with 1 that are sequential through 50.
6. In Cell E1, type 11/10 (Change the date format to March 14, 2012)
7. Add your own Document Properties for Author, Title (Student Names, Subject (Attendance) In the Comments, type “**Ch. 2 Project – Flash Fill, Dates, Adjust Column Width, Document Properties”**
8. SAVE the workbook as **Class Attendance**
9. Create a PDF file and save it as **PDF-Class Attendance**.
10. Verify whether there are any compatibility issues for earlier versions of Excel.
11. Create an Excel 1997-2003 file and SAVE it **1997-2003 Class Attendance**.