**Project 7-1: Practice Working with Rows and Columns**

Use the worksheet for the School of Fine Arts to practice working with rows and columns.

GET READY. Launch Excel if it is not already running. **(easy)**

**1.** OPEN ***07 Fine Art*** from the data files for this lesson. (found on website)

**2.** Click the **column D** heading to select the entire column.

**3.** On the HOME tab, in the Cells group, click the **Format** button arrow, point to **Hide & Unhide**, and select **Hide Columns**. Column D is now hidden.

**4.** Click the column B heading to select the entire column.

**5.** On the HOME tab, in the Cells group, click the **Format** button arrow and select **Column Width**. In the Column Width dialog box, type **11** in the Column width text box and click

**OK**.

**6.** Double-click the **double boundary** between column headings C and E. Column D appears.

**7.** Click the **row 11** heading, right-click, and select **Insert**.

**8.** Enter the following in the blank row:

*First Last Discipline Enrollment Date GPA*

**Bruce Keever Sculpture 10/15/2012 =SUM(3.4+3.5+3.7)/3**

**9.** Click the **plus (+) sign** to the right of Sheet1 to create a new, blank worksheet.

**10.** Click **Sheet1**, select **A2:E15**, and press **Ctrl + C** to copy the content to the Clipboard.

**11.** Click **Sheet2**, and then click cell **A1**.

**12.** On the HOME tab, in the Clipboard group, click the **Paste** button arrow and select **Paste**

**Special**. The Paste Special dialog box opens.

**13.** Check the **Transpose** check box, and click **OK**.

**14.** In Sheet2, select **all content**.

**15.** On the HOME tab, in the Cells group, click the **Format** button arrow, and select **AutoFit**

**Column Width**.

**16.** Click **Sheet1**.

**17.** SAVE the workbook as ***07 Fine Art Solution*** and CLOSE the file.

LEAVE Excel open for the next project.

**Project 7-2: Change and Customize a Theme**

You work for Wingtip Toys and have been asked to modify a sales worksheet to make it match the

company color and font scheme.

GET READY. Launch Excel if it is not already running. **(easy)**

**1.** OPEN ***07 Wingtip Toys*** from the data files for this lesson.

**2.** On the PAGE LAYOUT tab, in the Themes group, click the **Themes** button arrow to open

the Themes menu.

**3.** Find and select the **Slice** theme.

**4.** In the Themes group, click **Colors**.

**5.** Scroll down and select the **Slipstream** color scheme.

**6.** On the PAGE LAYOUT tab, in the Themes group, click **Fonts**.

**7.** Locate the **Gill Sans MT** font and select it.

**8.** Click **Fonts** in the Themes group and select **Customize Fonts**.

**9.** Open the **Heading font** drop-down menu and select **Arial**. Click **Save**.

**10.** On the PAGE LAYOUT tab, in the Themes group, click **Themes** and then click **Save**

**Current Theme**. The Save Current Theme dialog box opens.

**11.** In the File name box, type **WingTipToys** and click **Save**.

**12.** SAVE the workbook as ***07 Wingtip Toys Solution*** and CLOSE the file.

LEAVE Excel open for the next project.

**Project 7-3: Modify the Appearance of a Worksheet**

Albert, the CEO’s administrative assistant at A. Datum, asked you to help him prepare documents

to email to board members. Albert wants to enhance the appearance of the A. Datum sales worksheet,

which will be viewed onscreen and may be printed.

GET READY. Launch Excel if it is not already running. **(medium)**

**1.** OPEN ***07 ADatum Appearance*** from the data files for this lesson.

**2.** On the PAGE LAYOUT tab, in the Page Setup group, click the **Background** button. The

Insert Pictures dialog box opens.

**3.** Next to From a file, click **Browse**. The Sheet Background dialog box opens.

**4.** Navigate to the student data files folder, select *07 confidential.png*, and then click

**Insert**.

**5.** On the PAGE LAYOUT tab, in the Sheet Options group, uncheck the **Gridlines View**

check box. The gridlines disappear from the worksheet.

**6.** Check the **Gridlines View** check box to restore viewable gridlines.

**7.** On the PAGE LAYOUT tab, in the Page Setup group, click the **Dialog Box Launcher**. The

Page Setup dialog box opens.

**8.** Click the **Margins** tab.

**9.** Check the **Center on page Horizontally** check box and the **Vertically** check box.

**10.** Click **Print Preview**. Verify that the content is centered horizontally and vertically, and

then click the **Back** button to exit Print Preview.

**11.** SAVE the workbook as ***07 ADatum Appearance Solution*** and CLOSE the file.

LEAVE Excel open for the next project.

**Project 7-6: Formatting a Payroll Worksheet**

Contoso, Ltd. is a busy family practice clinic that recently expanded its operations to a second

location. You are formatting a payroll worksheet.

GET READY. Launch Excel if it is not already running. **(Challenging)**

**1.** OPEN ***07 Payroll*** from the data files for this lesson.

**2.** AutoFit all columns so that all data is viewable.

**3.** Change the row height of rows 3 through 33 to **18**.

**4.** Change the theme to **Wisp**.

**5.** Set rows 1 through 3 to repeat on every page, anticipating that additional rows will be

added to a future revision of the worksheet.

**6.** Insert a footer that includes the file name and page number.

**7.** Configure gridlines to appear in printed worksheets.

**8.** Scale the width of the worksheet to fit on one page.

**9.** Preview the worksheet for printing.

**10.** SAVE the workbook as ***07 Payroll Solution*** and CLOSE the file.

When you are finished, create a folder: name it “your first, Last name”” Ch. 7 Projects”. (Ex.- Doug Schneider Ch.7 Projects) Put the four projects in the folder. I will collect them on Thursday while you are testing. I will grade them and these will be on your 6 week grade report.