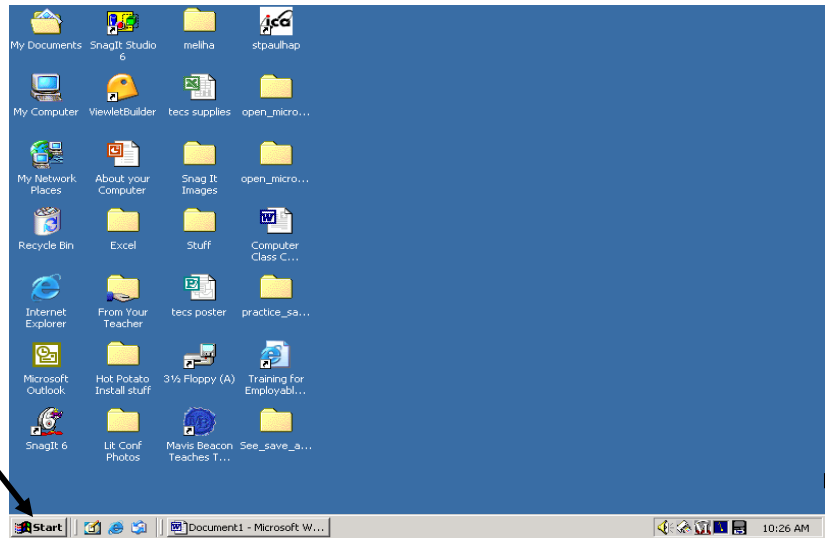
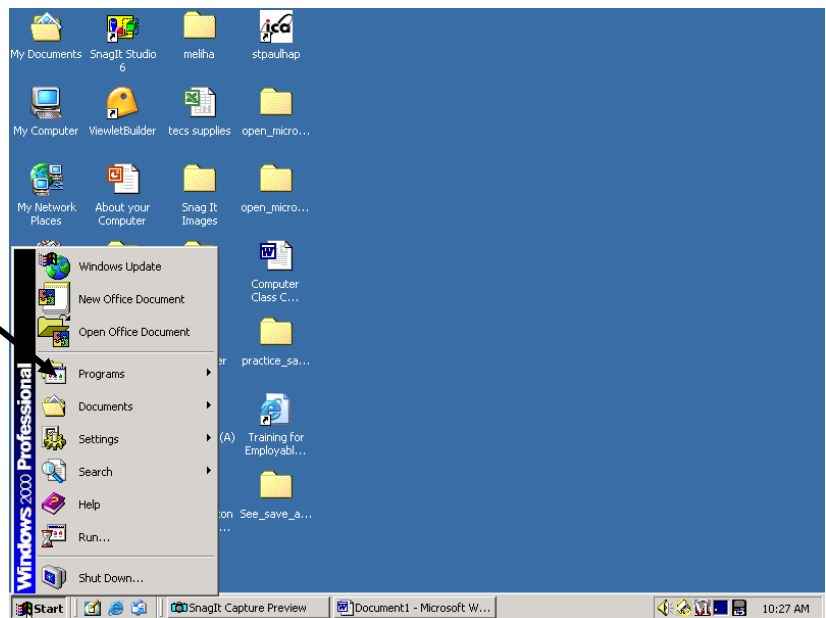


Microsoft Excel: Exercise 1

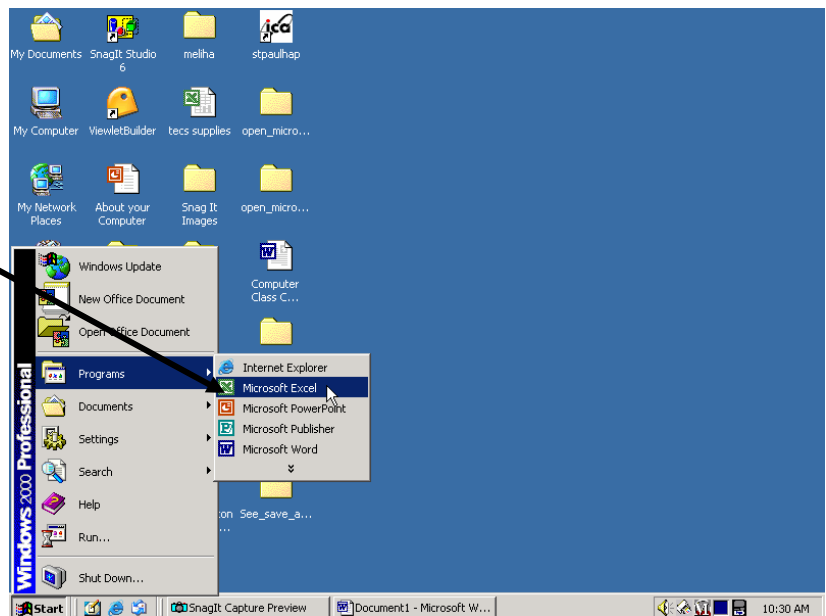
1. Click on the **START** menu.



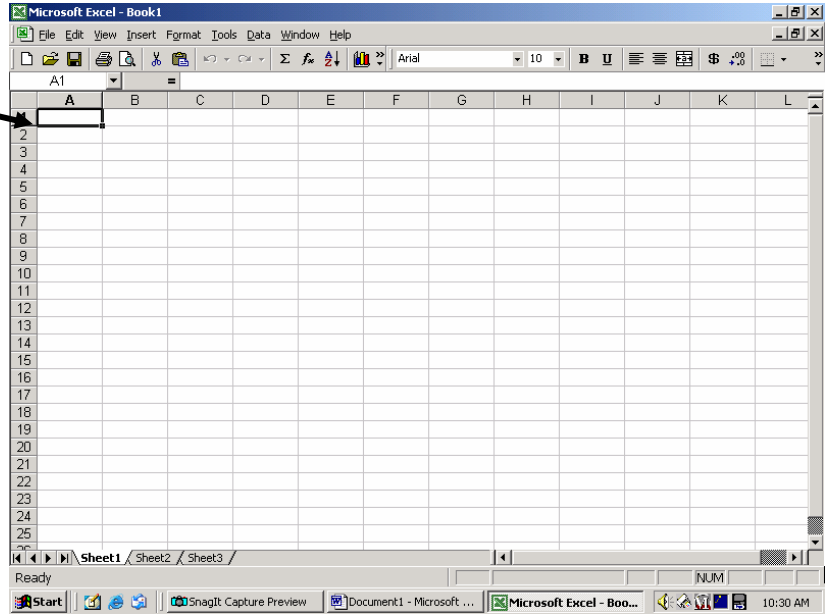
2. Click on **PROGRAMS**.



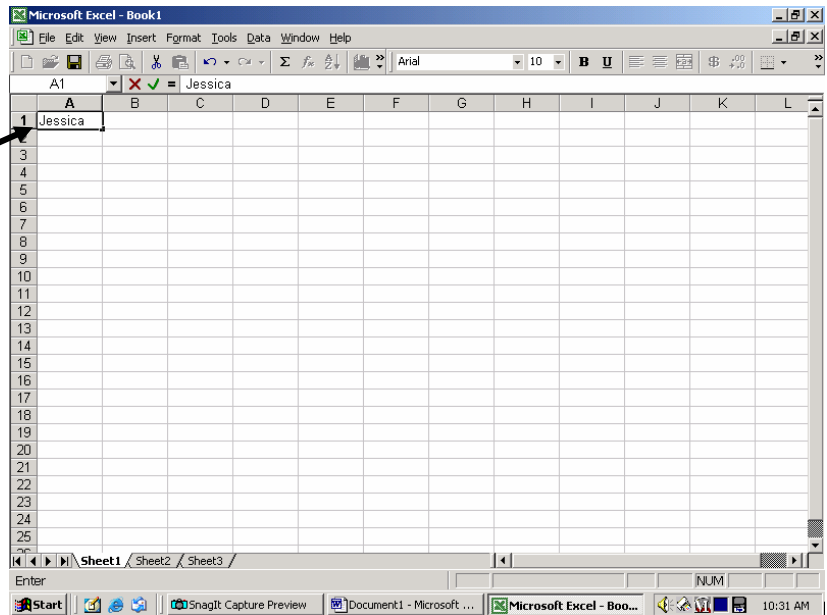
3. Click on **MICROSOFT EXCEL**.



4. Click in cell A1.



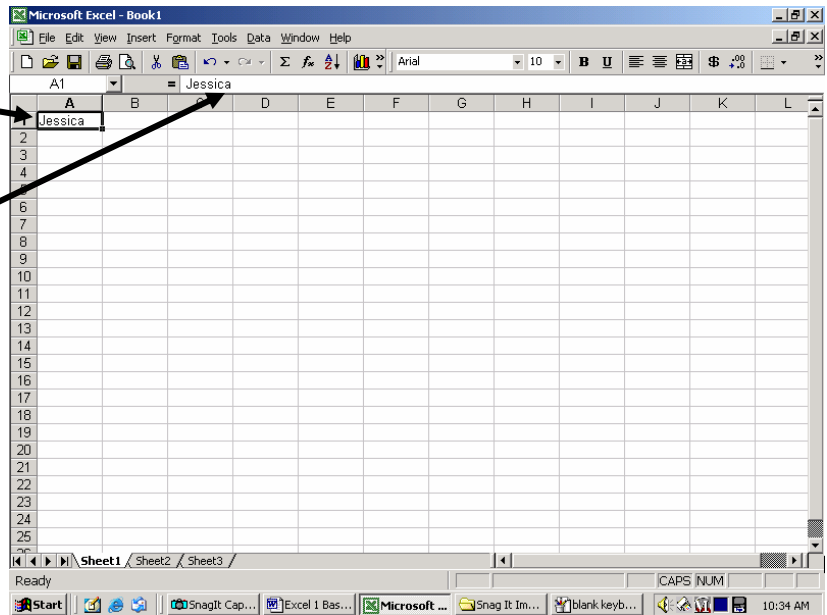
5. Type your first name.



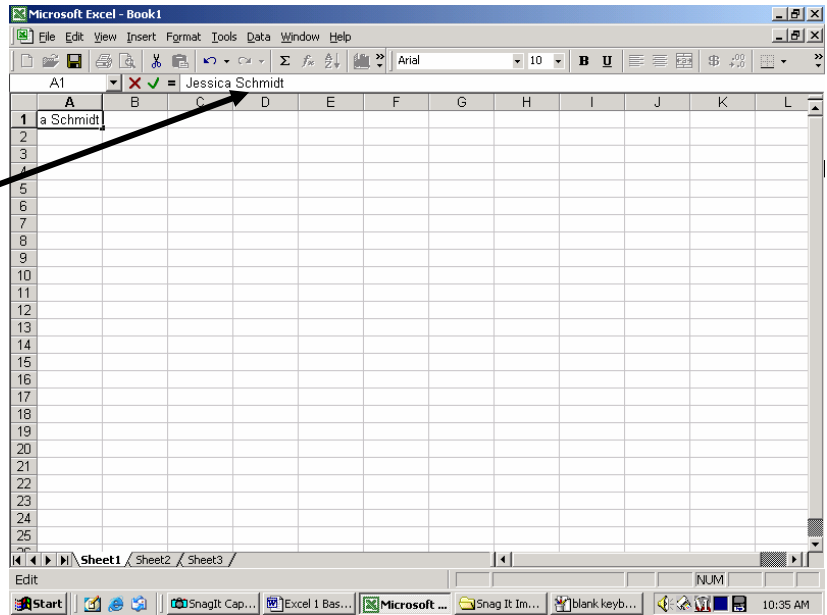
6. Press the ENTER key.



7. Click in cell A1 again.



8. Click behind your name in the formula bar.

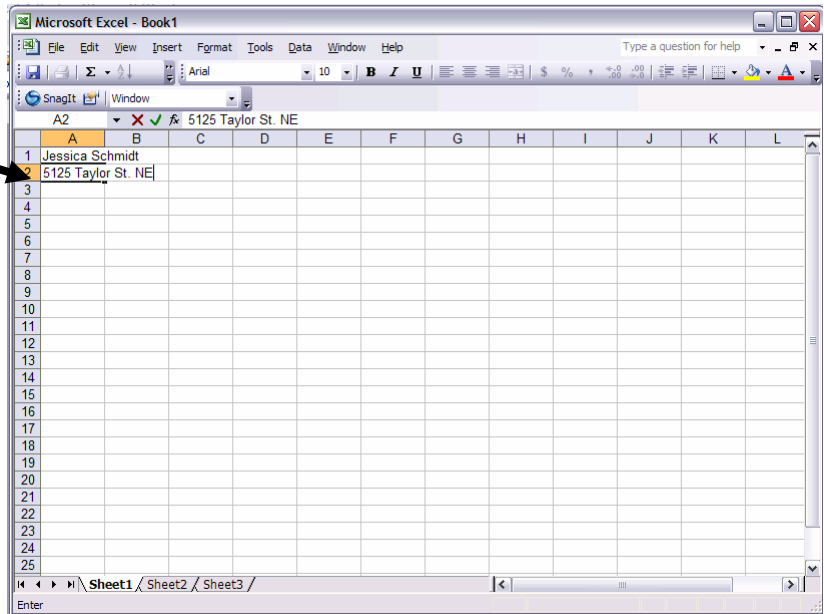


9. Type your last name.

10. Press the ENTER key.



11. In cell A2, **Type** your address.

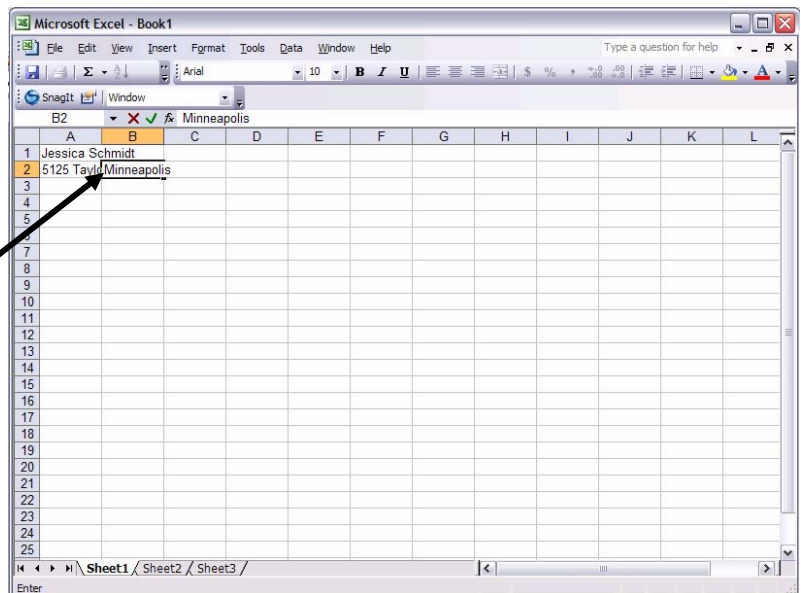


12. **Press** the TAB key.
Now cell B2 is selected



13. **Type** the name of your city

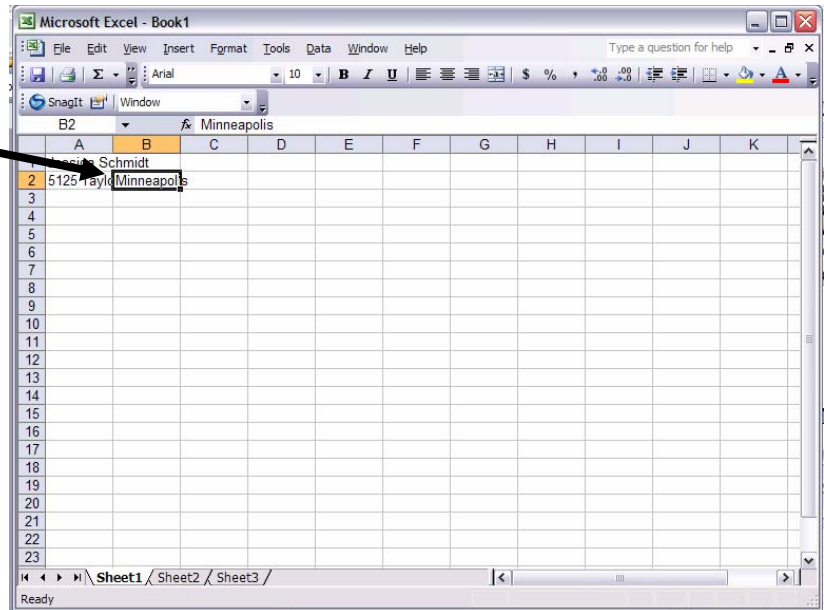
The city will cover up part of the address until you make the column bigger. You will do this later.



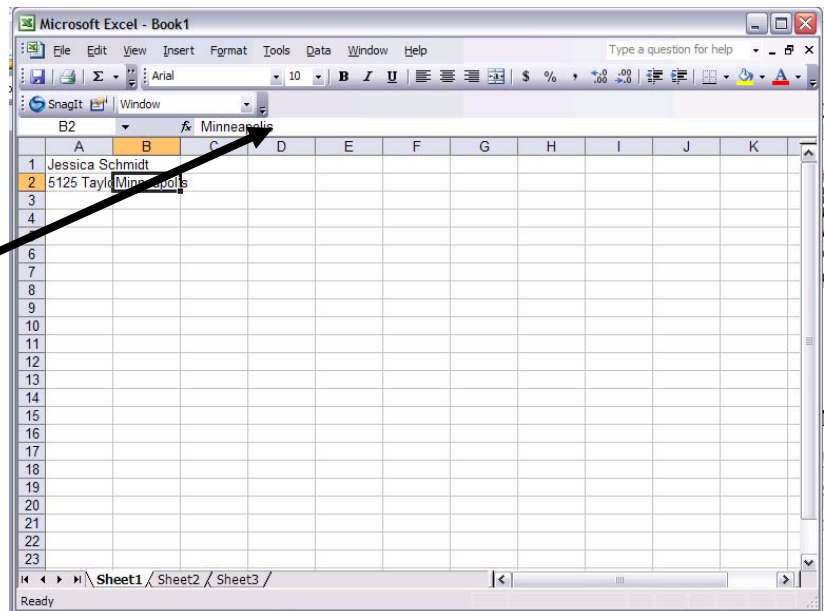
14. **Press** the TAB key.



15. **Click** in cell B2.



16. **Click** after the city
in the formula bar.



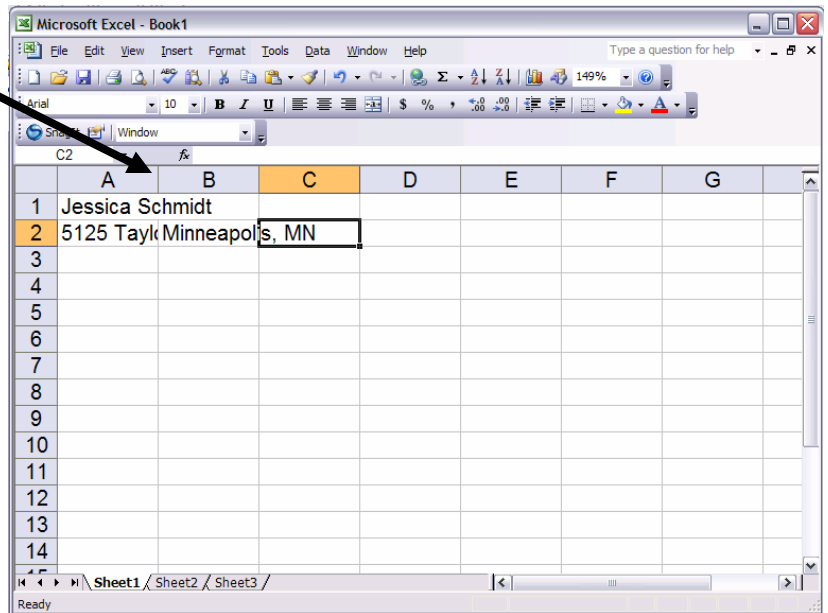
17. **Type** the name of your state
after the city.

18. **Press** the TAB key.



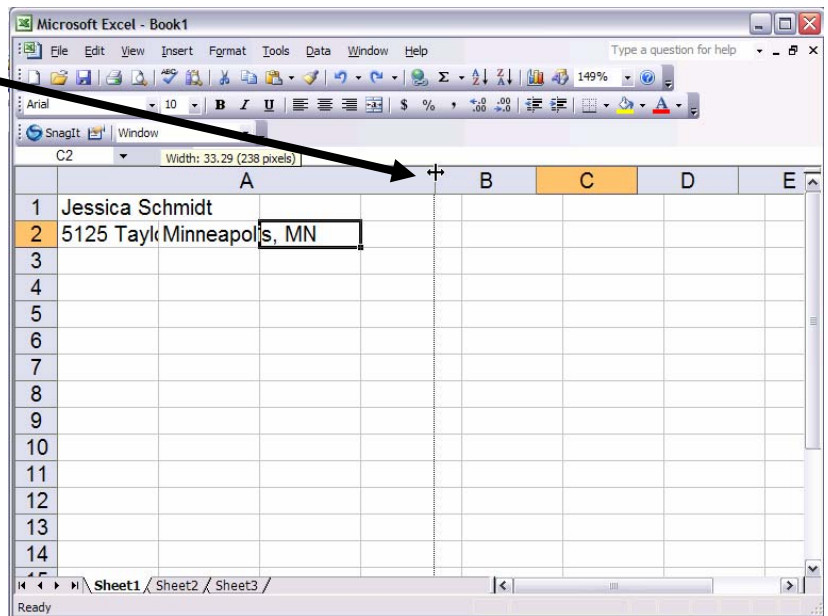
19. **Move** the cursor between columns A and B.

The cursor will look like this:



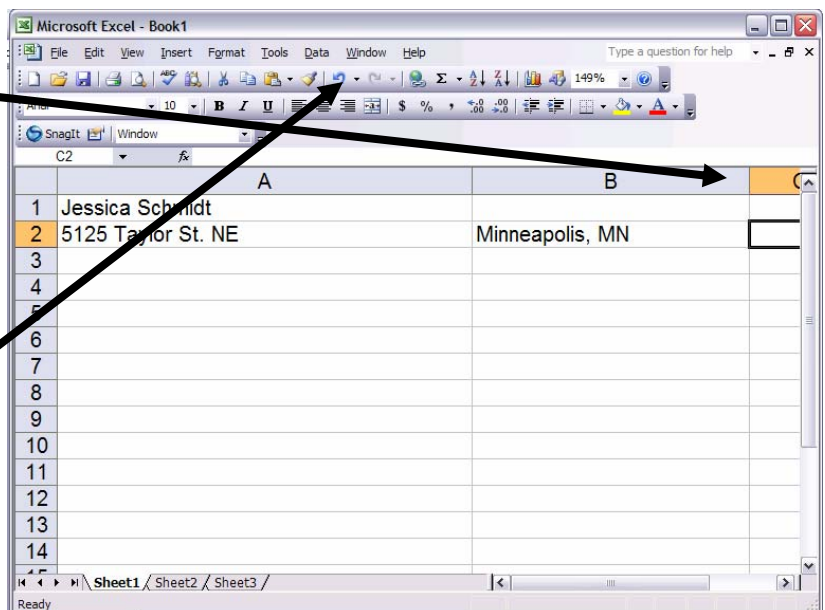
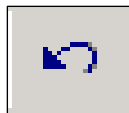
20. **Click and Drag** the cursor to the right.

Column A will get bigger.

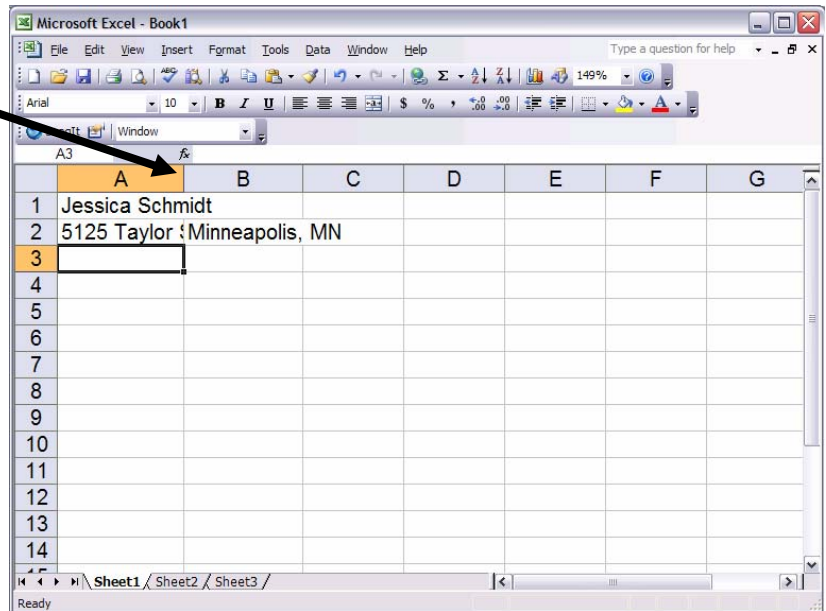


21. Make column B bigger.

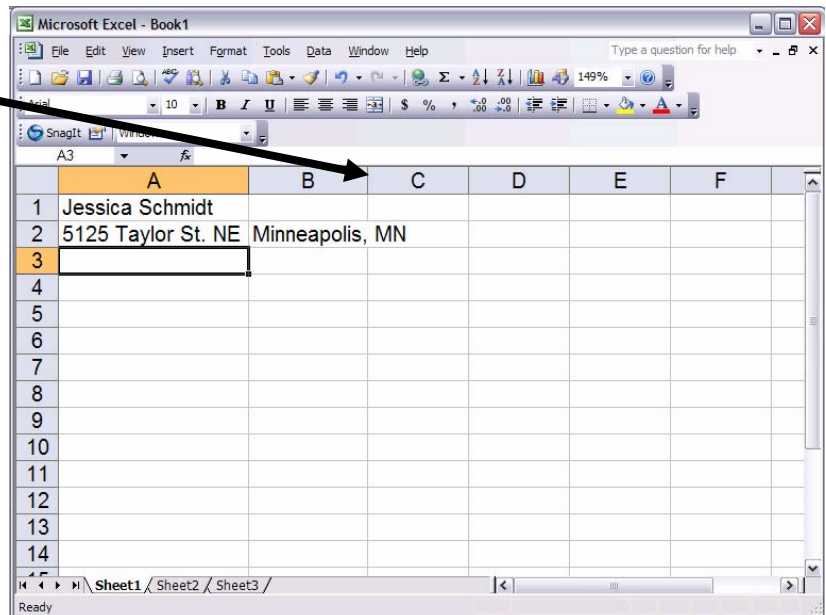
22. **Click** on the **UNDO** button until the columns are small again.



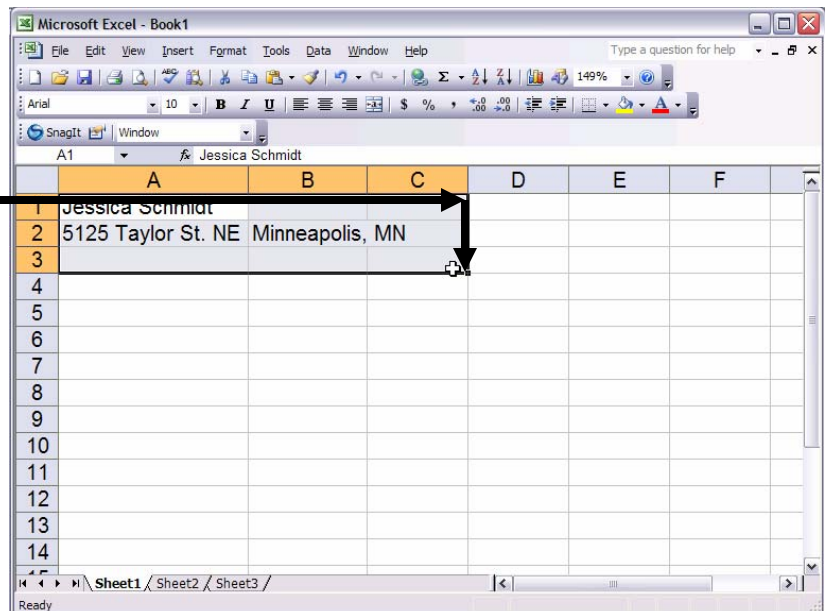
23. **Double-Click** on the line between A and B.



24. **Double-Click** on the line between B and C.



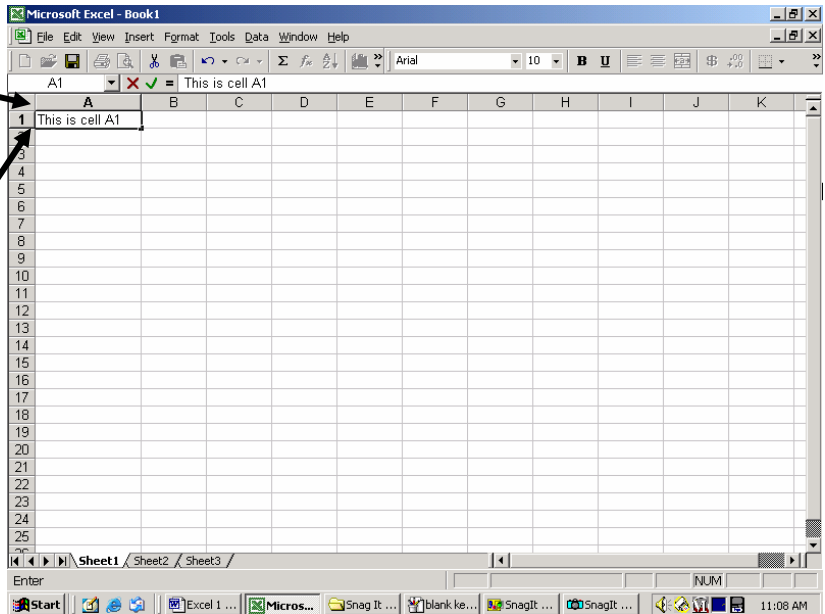
25. **Click and Drag** over the cells and down to highlight them.



26. Press the **DELETE** key.



27. Click in cell A1.



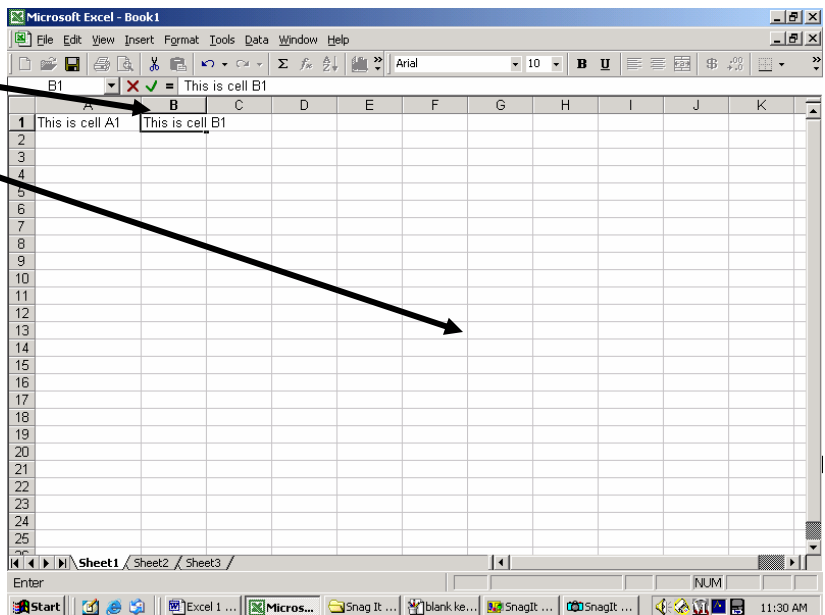
28. Type *This is cell A1.*

29. Press the **TAB** key.

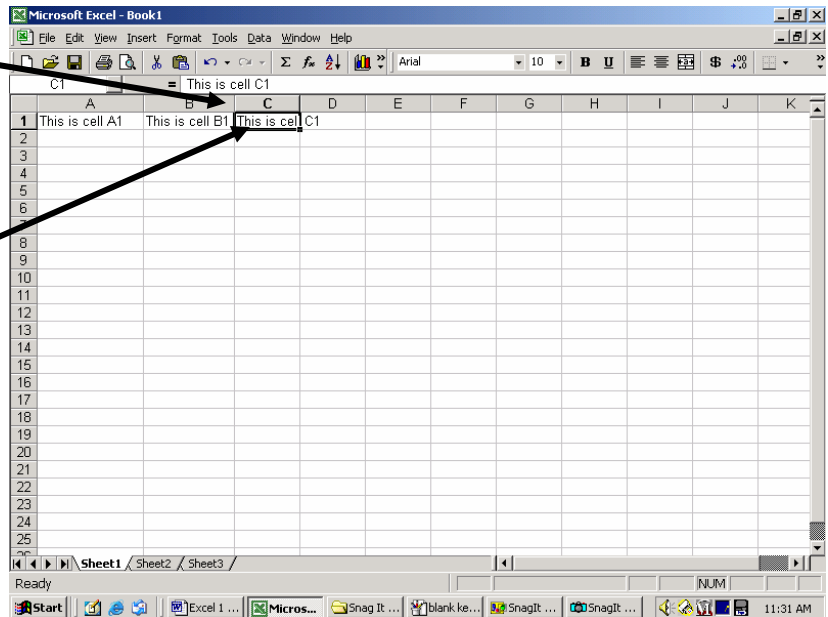


30. Type *This is cell B1.*

31. Click in any empty cell.

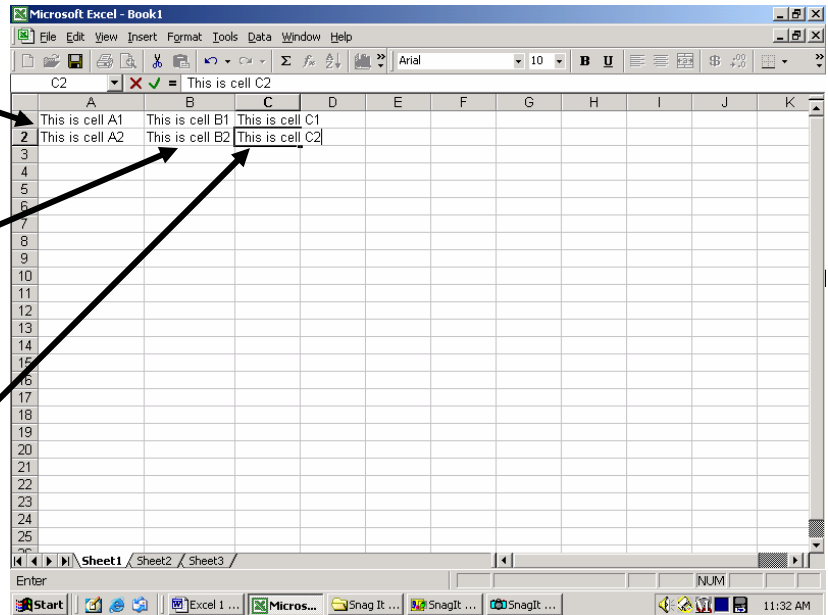


32. Click in cell C1.



33. Type *This is cell C1*.

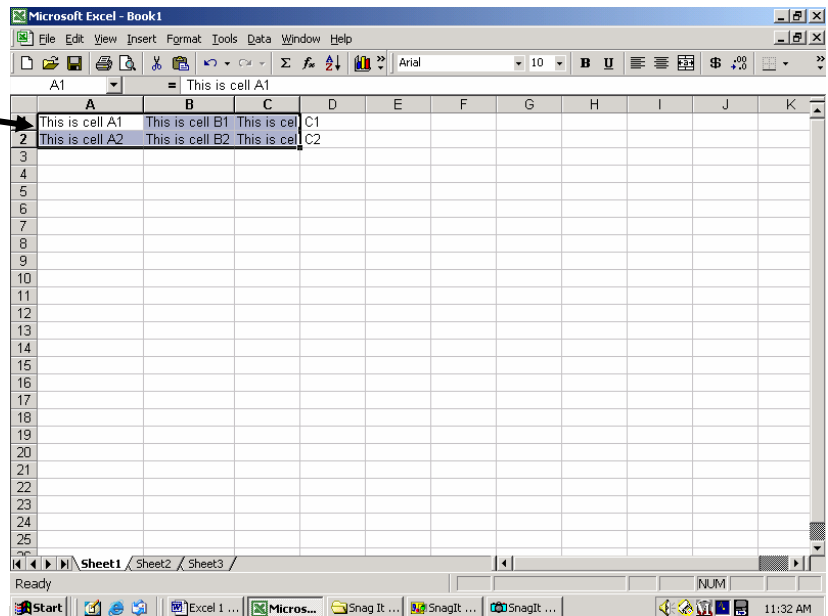
34. In cell A2,
Type *This is cell A2*.



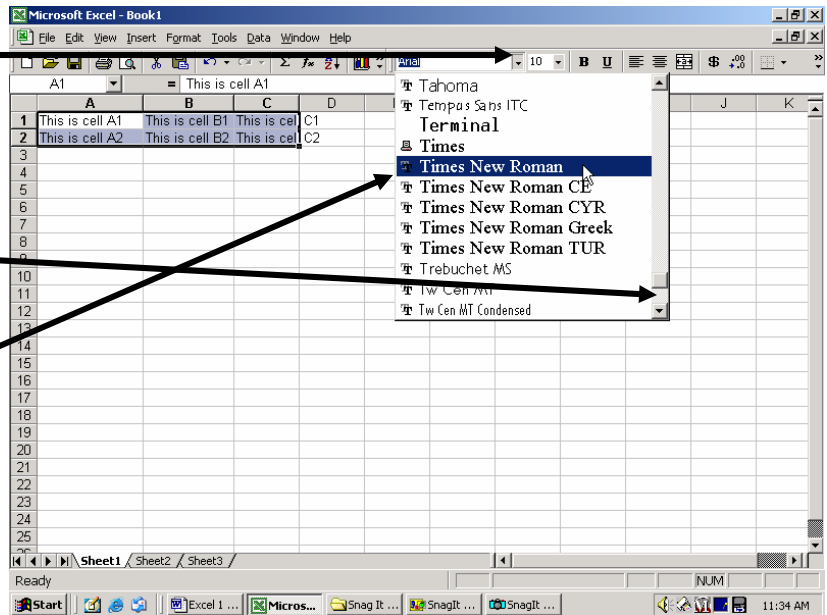
35. In cell B2,
Type *This is cell B2*.

36. In cell C2,
Type *This is cell C2*.

37. Highlight cells A1 through C2.



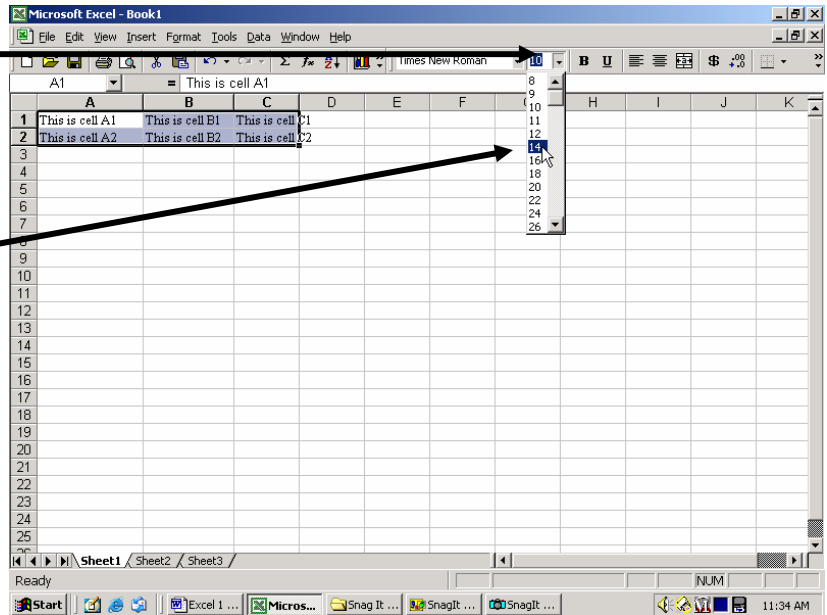
38. Click on the little arrow next to the font name.



39. Scroll Down.

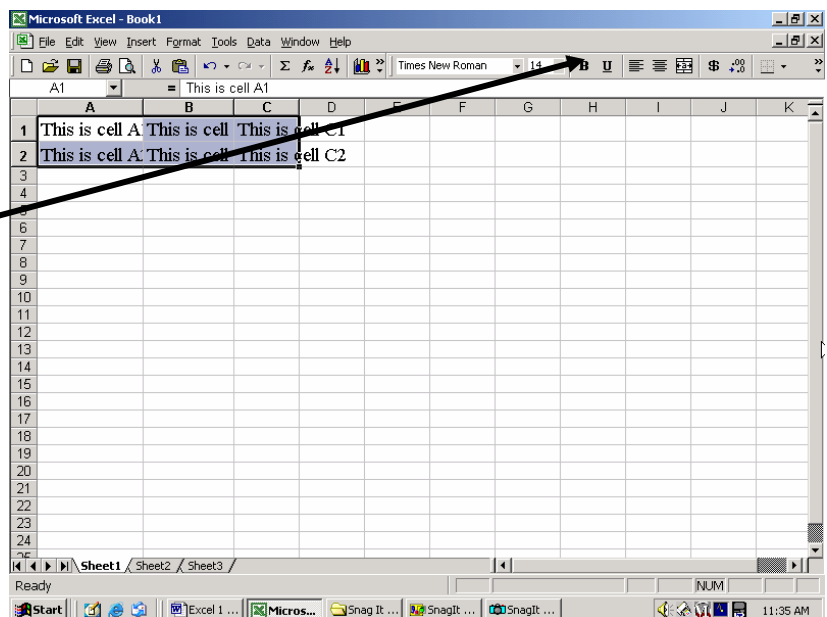
40. Click on
TIMES NEW ROMAN.

41. Click on the little arrow next to the font size.

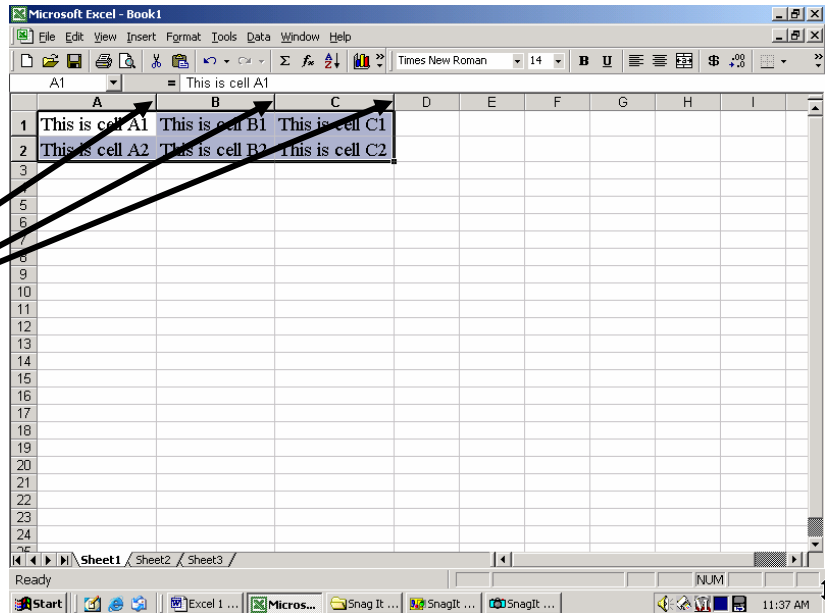


42. Click on 14.

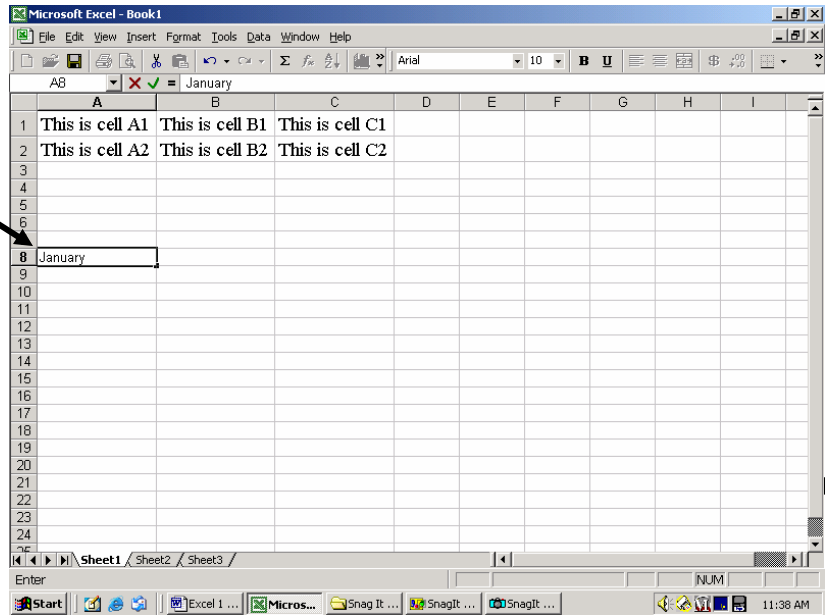
43. Click on the B button.



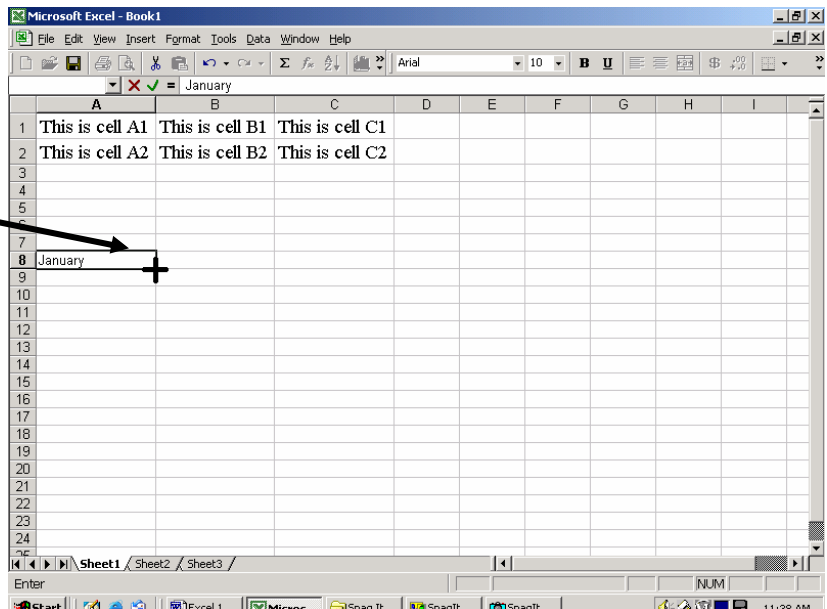
44. **Double-click** between the columns to resize them.



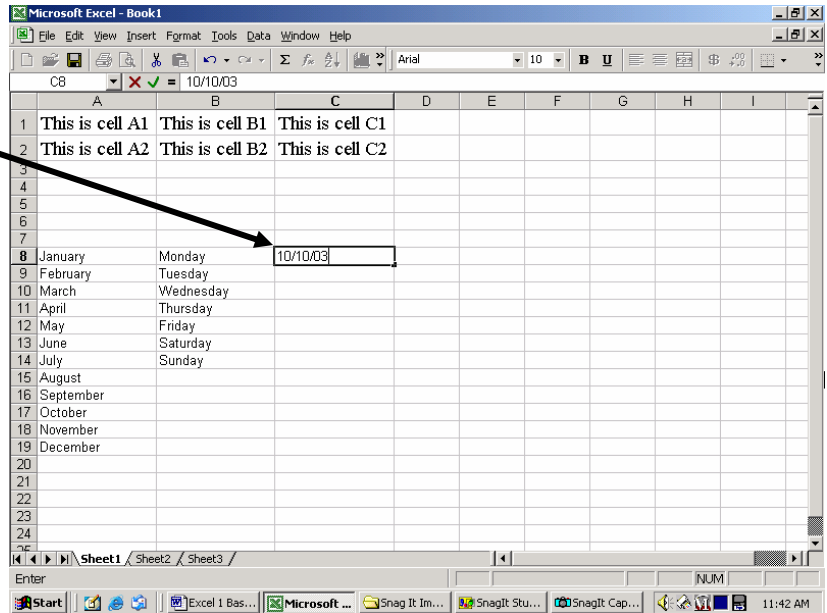
45. In cell A8, **Type January**.



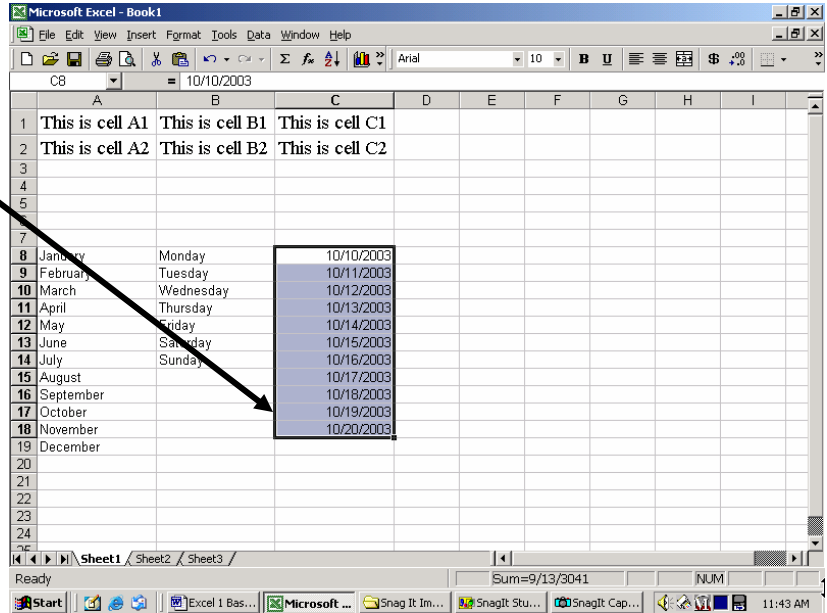
46. **Move the Cursor** over the corner of the cell until it looks like this: **+**



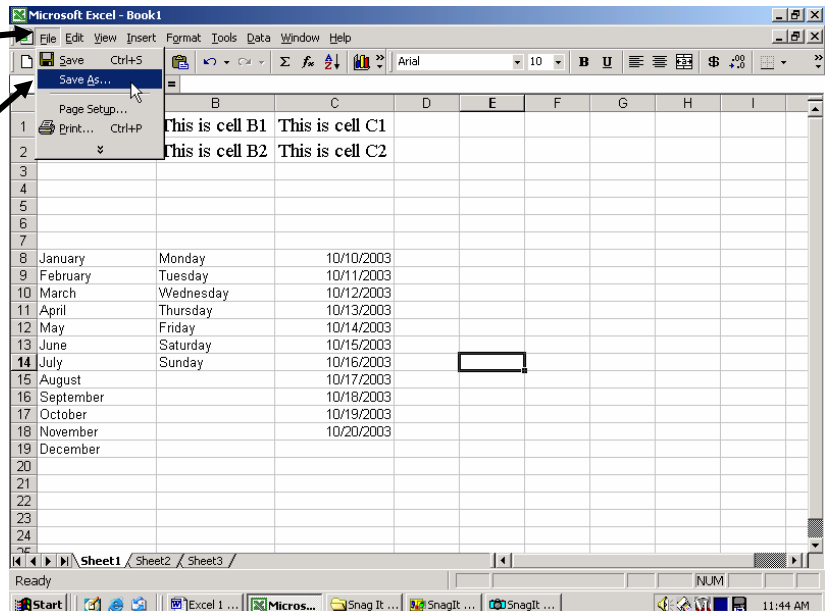
50. In cell C8, Type 10/10/03.



51. Use the Auto Fill to drag down to cell C18.

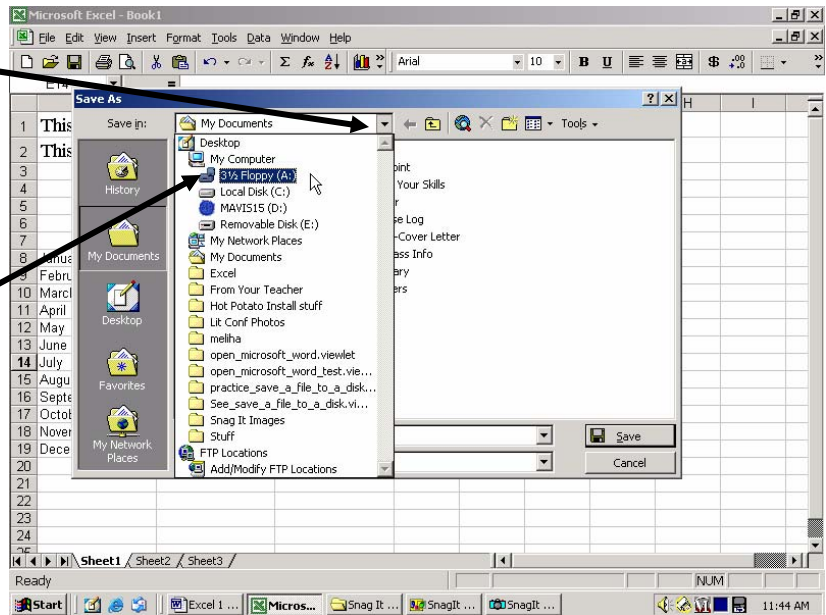


52. Click on FILE.

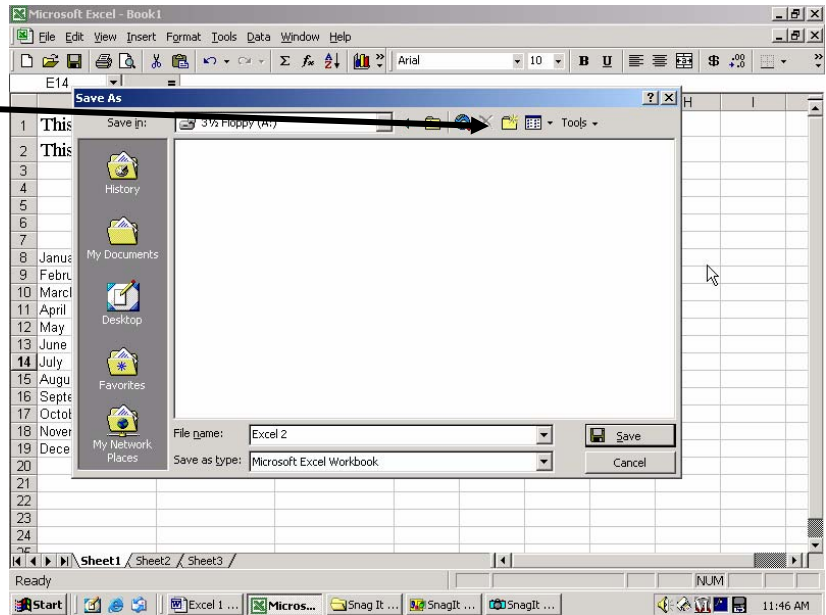


53. Click on SAVE AS.

54. Click on the little arrow.

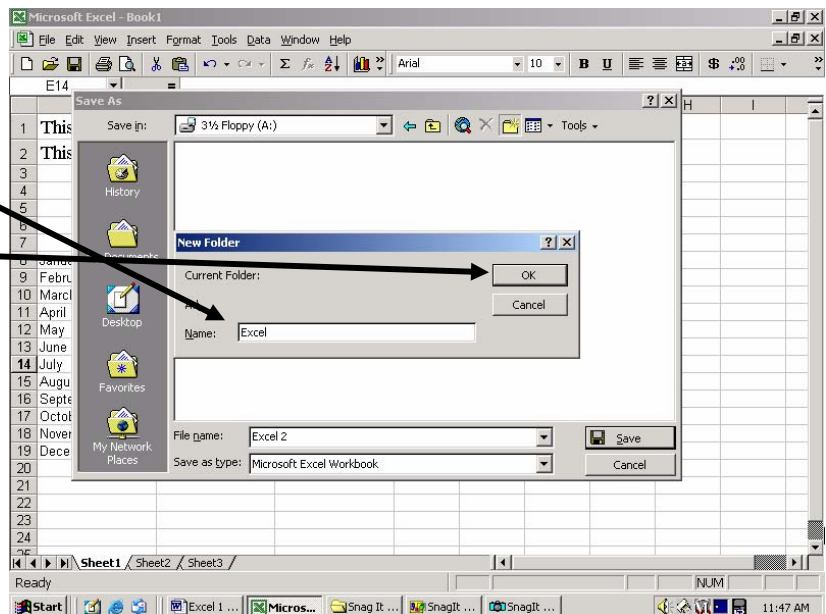


55. Click on 3 1/2 Floppy A:
to save on your disk.



56. Click on the NEW FOLDER

button. 



57. Type *Excel*.

58. Click on OK.

Now there is a special folder on your disk to keep your Excel exercises separate from other assignments.

59. Click in the **FILE NAME** box.

60. Type *Excel 1*.

61. Click on **SAVE**.

