

Spreadsheet Assessment

Purpose:

Assessment:

Create a new workbook in Microsoft™ Excel

Select a1..f3, set **width** = 14.56, set **height** = 42.00

Select a4..f4, set **width** = 14.56, set **height** = 15.75, **Fill Color** Custom R 101, G 0, B 034,

Font Color Custom R 255, G 253, B 255. **Font** = Franklin Gothic Medium, size 11, **Bold**

Enter text b4 "Monday" c4 "Tuesday" d4 "Wednesday" e4 "Thursday" f4 "Friday"

Select a9..a33, set **width** = 14.56, set **height** = 15.75, **Fill Color** Custom R 101, G 0, B 034,

Font Color Custom R 255, G 253, B 255. **Font** = Franklin Gothic Medium, size 11, **Bold**

Select a4..f4, **Set borders** = All Borders

Select b2..e2, **Merge**, **Enter text** "Your Title (i.e. Ms., Mrs., Mr., or Dr.) and Last Name" **Font** = Franklin Gothic Medium, size 11, **Bold**

Spell Check for errors. Correct accordingly.

In b4..f4, **Enter Text** to reflect the classes or subjects you teach.

Font Color Custom R 255, G 253, B 255. **Font** = Franklin Gothic Medium, size 11, **Bold**

Create header with Date and Time

Create footer with file name

Save as Lastname_Firstname_2015SS.XLS

Using your millsapisd.net email account,

Create a New Message

To: metca@millsapisd.net

Subject: Lastname_Firstname_2015SS example: Doe_Jane_2015SS

Attach: This document

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