

Excel Activity 1

1. Create a new spreadsheet and **save as initialsActivity1**
2. Set up page with only 4 columns A – D
 - a. Column A & B – 1.2 inches
 - b. Column C – 2.4 inches
 - c. Column D- 2.2 inches
3. Put your name and block in a header – right align
4. Highlight rows A1- D20 and change the row height to .30 Go to **Format > Row > Height**
5. While all the rows are highlighted Use Font – Times New Roman
6. Merge cells A1 – D1
Use size 18 font, center align, bold & Italic and type title:
American Top 40
7. Merge cells A3 – D3
Use size 18 font, center align, bold & Italic and type title:
Top Songs for the Week Ending Nov. 2
8. Highlight the rest of the table and change font size to 14 and click on **Wrap Text**
9. Highlight Row 5 and bold font.
 - a. In A5 type – **Rank November 2**
 - b. In B5 type – **Rank October 26**
 - c. In C5 type – **Artist**
 - d. In D5 type – **Song**
10. Type in the information that is listed on the next page for your table
11. Now center align the information in Column A & B
12. Left align the information in Column C & D
13. Highlight A5 – D20 and put a border around all cells
14. Check to make sure you have everything in your spreadsheet. Print your 1 page on LIBR Computer Lab

Rank November 2	Rank October 26	ARTIST	SONG
1	1	Dua Lipa	New Rules
2	2	Ed Sheeran	Perfect
3	5	Zedd, Maren Moris & Grey	The Middle
4	7	Camila Cabello	Havana
5	11	NF	Let You Down
6	9	Maroon 5	Girls Like You
7	8	Carrie Underwood	Love Wins
8	4	Post Malone	Better Now
9	8	David Guetta	Don't Leave Me Alone
10	10	Calvin Harris & Sam Smith	Promises
11	3	Max George	Barcelona
12	17	Dean Lewis	Be Alright
13	22	Panic! At The Disco	High Hopes
14	6	Lauv	I Like Me Better
15	18	Ariana Grande	No Tears Left To Cry