EXCEL PROJECT 1: Editing and Formatting a Worksheet

Objectives Practiced

▶ Navigate in a worksheet.

▶ Select cells and enter data.

▶ Edit and format cell contents.

▶ Format cells.

Reynaldo is a weather reporter for a local television station. As part of his daily report, he uses the Air Quality Index (AQI) to provide information about the air quality in the surrounding area. He is creating an Excel worksheet for tracking this information.

1. Open **EX Project 1.xlsx** from the folder containing your data files, and save it as **Air Quality Index XXX.xlsx** (replace *XXX* with your initials).

2. Use the keyboard to select cell **B3**, and then enter **Numerical Value**.

3. Use the mouse to select cell **A4**, and then enter **Green**.

4. Use the keyboard to select cell **B4**, and then enter **0 to 50**.

5. Use the keyboard to select cell **C4**, and then enter **Good**.

6. Use the keyboard to move to the last cell in the worksheet containing data or formatting (cell C9) and replace *Unsafe* with **Hazardous**.

7. Use the Go To command to select cell **A1**, and then apply bold to the text, change the font to Cambria, and change the font size to 18.

8. Use the keyboard to select cells **A3:C3**, and then apply bold to the text in this range, change the font to Cambria, and apply a Thick Bottom Border to the cells in this range.

9. Use the mouse to select cells **A3:C9**, and then center the data in the cells.

10. Save and close the workbook, then exit Excel.

Critical Thinking

Open the **Air Quality Index XXX.xlsx** file. Visit the AIRNow Web site at *www.airnow.gov* and then search the site to find the current AQI for a city near you. Record the name of the city in cell C13 and record the AQI number in cell D13. Save and close the workbook.