

EXCEL PROJECT 2: Creating and Formatting a Schedule

Objectives Practiced


- Create a new workbook.
- Adjust column widths and row heights.
- Enter data.
- Format cells.

Miranda owns a small business that recycles glass bottles into useful products. She uses a kiln to melt the bottles into cheese trays, serving dishes, and decorative artwork to sell in local specialty stores. She is creating a firing schedule to post as a reminder of how many minutes the kiln should remain at each rate and temperature through the stages of the melting process.

1. Create a new blank workbook and save it as **Firing Schedule XXX.xlsx** (replace XXX with your initials) in the location where you store your data files.
2. Enter the data shown in the figure below.

	A	B	C	D	E
1	Firing Schedule				
2					
3	Rate	Temp	Hold		
4	350	1000	10		
5	450	1300	60		
6	full	1510	10		
7	full	1000	30		
8	350	450	0		
9					
10					

3. Adjust the width of columns A through C to 12.00 (89 pixels).
4. Adjust the height of rows 4 through 8 to 24.00 (32 pixels).
5. Center the data in cells A3:C8.
6. Merge and center the text in cell A1 across the range of A1:C1, then change the font size to 20 and the text color to Red.
7. Bold and underline the text in cell A3, and change the font size to 12.



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8. Use the Format Painter to copy the formatting in cell A3 to cells B3:C3.
9. Save and close the workbook, then exit Excel.

Critical Thinking

Open the **Firing Schedule XXX.xlsx** file. Change the worksheet orientation to Landscape. Center the data horizontally and vertically on the page. Preview the worksheet and print it. Save and close the workbook.