EXCEL PROJECT 10: Adding Headers and Footers to a Worksheet and Checking Spelling

Objectives Practiced

▶ Format cells.

▶ Apply conditional formatting.

▶ Add headers and footers.

▶ Check spelling.

Hugo works for the U.S. Census Bureau and is doing a geological survey of the New England states. He is creating a worksheet of inland waterways that shows the total land area of each state, the water area, and the percent of total area that is water.

1. Open **EX Project 10.xlsx** from the folder containing your data files, and save it as **NE States Wet XXX.xlsx** (replace *XXX* with your initials).

2. Center, middle align, and wrap the text in cells A1:D1 and format them with the cell style Heading 2.

3. Sort the data in cells A2:D7 in ascending order (A to Z).

4. Apply the Number format with zero decimal places to cells B2:C7.

5. Apply the Percentage format to cells D2:D7.

6. Create a header for the worksheet that displays the text **New England**.

7. Create a footer for the worksheet that displays the current date.

8. Check the spelling of the worksheet and accept the suggested spelling of the two misspelled states.

9. Use conditional formatting to apply blue data bars to represent the cell values in cells D2:D7.

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

Critical Thinking

Open the **NE States Wet XXX.xlsx** file. Search the U.S. Geological Survey site at *http://ga.water.usgs.gov/edu/wetstates.html* to get more information about wet states. Add the data about the Mid Atlantic states of New York, Pennsylvania, and New Jersey to the worksheet and change the header to **Northeast**. Save and close the workbook.