

# ***Excel Interactive Project***

## ***"Famous Entrepreneur"***

**Description:** You will create an interactive project using Microsoft Excel. The topic is all about your favorite famous entrepreneur.

### ***Part J: Gathering the information***

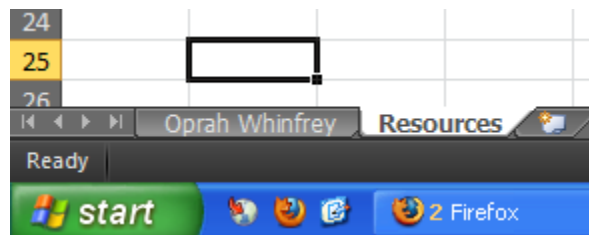
#### **Getting Organized**

1. Complete the [questionnaire](#)
2. Create a new folder to keep all the files relating to this project in your directory
3. Find and save 2 pictures (graphics)
  - a. Of your entrepreneur
  - b. Logo of their company
4. Write down 10 interesting facts about the entrepreneur and/or their company
5. Keep track of the web sites you used for your Resource Worksheet using the appropriate MLA format

### ***Part JJ: The Project***

#### **Labeling the Worksheets**

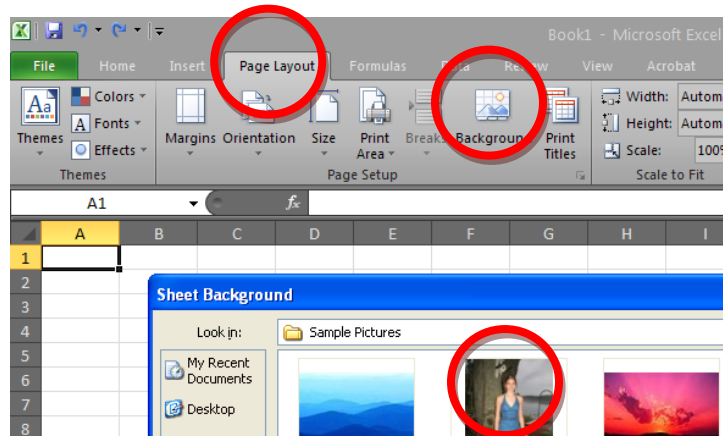
1. Open Excel
2. Double click on the bottom tab of worksheet and change the name to your Entrepreneur
3. Double click on the next tab and name that tab Resources
4. Go back to your entrepreneur sheet



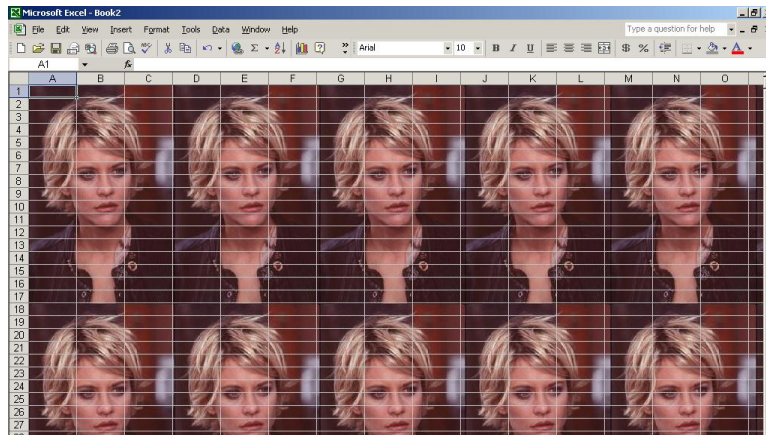
## Adding the Background Photo

The first page needs a background graphic. To do so, follow these instructions:

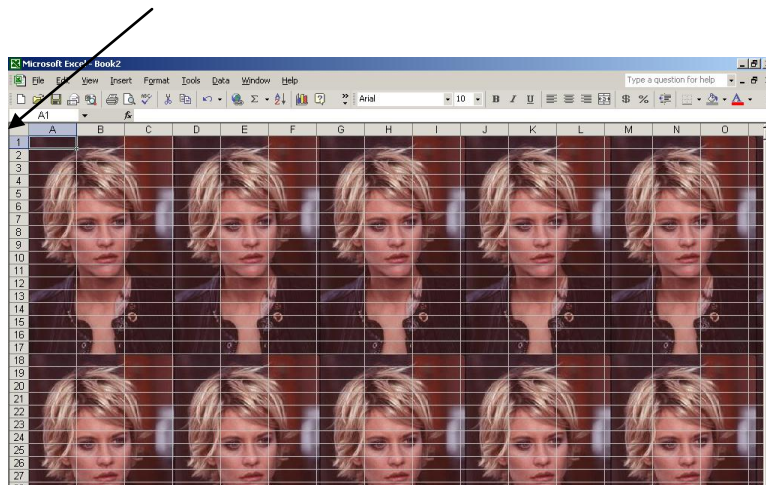
1. Open Excel
2. Click on Page Layout >> Background and then click on your picture.




3. Notice your picture will be tiled as a background for the entire worksheet.

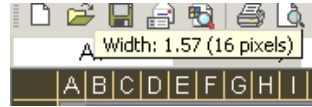



4. Because we don't want to see all the picture, we need to color all but one out so click on the small square to select the entire worksheet.

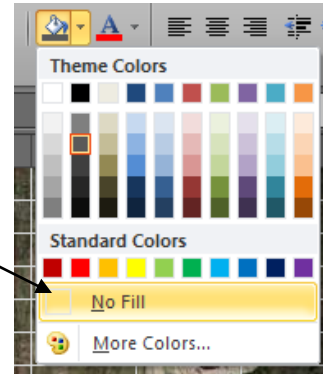


5. Change the entire color of the cells to a color that complements your photo by using the fill color. 

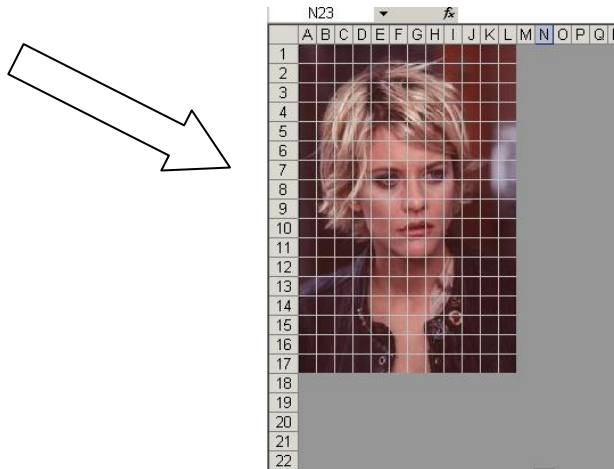
6. With the entire worksheet still selected, change the column widths to **Width: 1.57 (16 pixels)**.



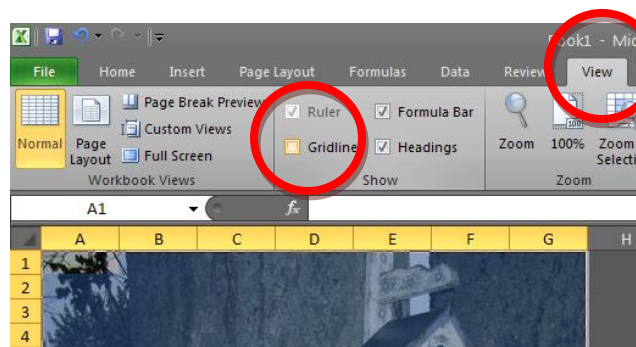
7. Select the area of the picture you want displayed and click on the down arrow on the fill color icon  and choose "no fill".



8. Your screen will look similar to this.



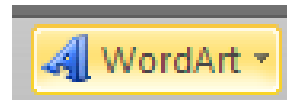
9. Next, remove the gridlines by clicking on View >> Gridlines



## Adding a Text Box

1. For a title of your project, add the name of your entrepreneur using a Text Box.

2. Click on Insert >> and then click on this icon



to add

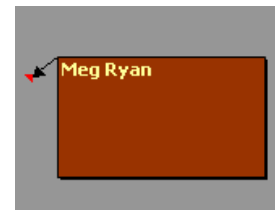
3. Change the background color and the text color of your title.

## Add the Company Logo

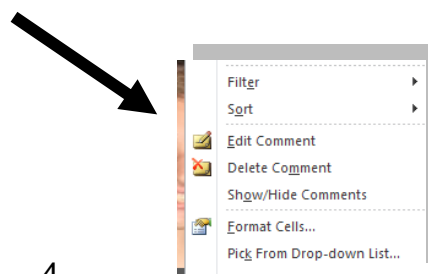
1. Add the company logo by going to Insert >> Picture
2. Arrange your logo neatly on your worksheet

## Add At Least Ten Comments on Each Worksheet

1. Add ten facts about your entrepreneur by inserting Comments.
2. To insert a comment, click on the cell where you want the comment to be.
3. Click Review >> New Comment. A comment box appears so you can add your comment. Change the name of TBond to your entrepreneur



4. To edit, delete or show comments, simply right click on the red triangle. Show comments at all time.s



## **Resource Page**

1. For an individual page on a Web site, list the author or alias if known, followed by the information covered above for entire Web sites. Remember to use n.p. if no publisher name is available and n.d. if no publishing date is given.

"How to Make Vegetarian Chili." eHow. Demand Media, Inc., n.d. Web. 24 Feb. 2009.

2. Create a box and insert 3 sources in alphabetic order.