

To Create a class schedule using MS Excel

The purpose of this assignment is to gain familiarization with MS Excel and to apply skills used in MS Word. The end result will be a recreation of the class schedule in MS Excel.

- Open MS Excel (Green X icon on dock)
- Save As: "ExcelFormat.xlsx"
- Each box in the spreadsheet is referred to as a cell. Columns are vertical and identified by letters. Rows are horizontal and are identified by numbers. Each cell has an address identified by a column and row where they intersect.
- Put the following information in each cell of Row 1 (time, period, the days of the week with "room" after each day)
Column 1(fill in the daily period times) start in cell A2
Column 2 number the periods

Time	Period	Monday	Room	Tuesday	Room
8:00	homeroom		###		###

- Fill in your lunch periods (make the font Bold size 16)
- Put in your classes, Color the font different for each class
for example: English in blue, Math in red (don't make the colors too light)
- Change the font (to whatever you prefer * * Must be legible * *)
Change the font size to 14
Format the cell background color for each day of the week
- Make the times italics
- Adjust the columns to " Autofit" (Format > Autofit Selection)

To Create a class schedule using MS Excel

- Place an underline border under the days of the week
- Place a border on the right and left ends of the room cells for each period.
- Align the times, periods and room numbers. (right, left or center).
- Open a MS Word document Save the document as "Schedule.docx"
- Copy Paste the Table from the SpreadSheet into the Word document
- Turn the document into a " Landscape " format.
- Set the table properties so the grid lines show.

Table > Table Properties... > Borders and Shading > Grid