

Name \_\_\_\_\_

Station \_\_\_\_\_

Period \_\_\_\_\_

**Create Borders**

	WordArt title	
	Column width = 17 [A1] and 26	
	Row height 43 [A9] and 50	
	'Day' column set up	
	'Task Column set up and wrap' <ul style="list-style-type: none"> <li>• Wrap</li> <li>• center</li> </ul>	
	Borders added	
	Font 14	
<b>TOTAL POINTS</b>		

**Weather**

	Insert WordArt	
	Row 6 <ul style="list-style-type: none"> <li>• bold</li> <li>• centered</li> <li>• columns resized</li> </ul>	
	Insert city names and 3 columns of data	
	Charts placed below spreadsheet	
	Temperature chart includes <ul style="list-style-type: none"> <li>• all data, cities</li> <li>• columns labeled with data amount</li> <li>• title</li> </ul>	
	Precipitation chart includes <ul style="list-style-type: none"> <li>• all data, cities a</li> <li>• columns labeled with data amount</li> <li>• title</li> </ul>	
<b>TOTAL POINTS</b>		

**Excel to Word**

	Open a word processed document	
	Insert MS Excel worksheet between two paragraphs	
	Set-up worksheet includes <ul style="list-style-type: none"> <li>• resized columns</li> <li>• data in columns C, D, E contains formulas</li> </ul>	
	Gridlines, rows and headers removed	
	Added pictures optional	
<b>TOTAL POINTS</b>		