

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"> • Wrap • center 	
	Borders added	
	Font 14	
TOTAL POINTS		

Multiplication Formulas

1.	Column Height [15]/Row [50]	
2.	Font: 36 and Center	
3.	E1 formula [=A1*C1]	
4.	Color: B1 and D1	
5.	Autofill columns	
6.	Header: centered, 36, Times	
7.	Title correct	
Total:		

Charts-student enrollment

1.	Sum chart rows	
2.	Put LEGEND at the top of chart	
3.	Data Labels -> Show Values	
4.	Title/Chart Title	
5.	Save As "new sheet"	
6.	Bold face value labels	
7.	Chart: Line and weighted line	
Total:		

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"> • resized columns • data in columns C, D, E contains formulas 	
	Gridlines, rows and headers removed	
	Added pictures optional	
TOTAL POINTS		