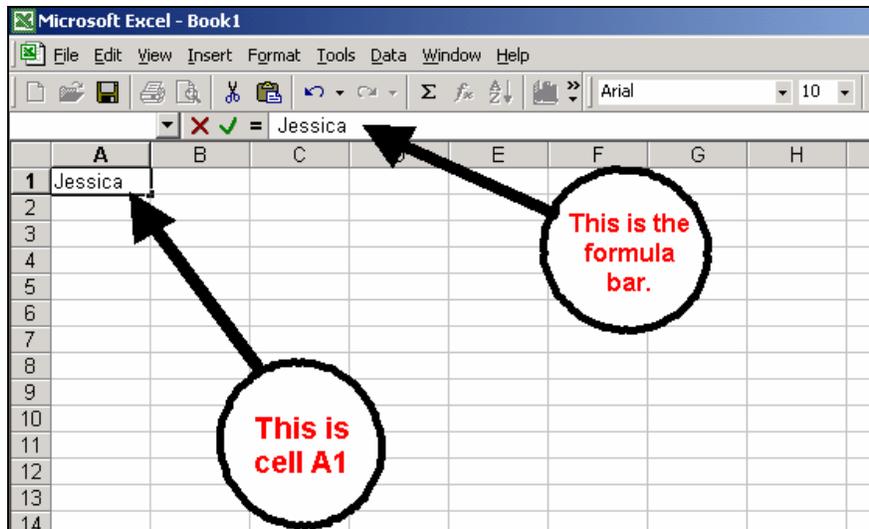# Microsoft Excel: Exercise 1

In this exercise:
- Understanding rows and columns
- Typing and editing text in a cell
- Formatting text in a cell
- Using the series fill handle

1. **Click** in the first cell. This is called cell A1 (because it is in row 1 and column A)

2. **Type** your first name. **See** how your name shows up in the cell and in the Formula bar.


3. Press the **ENTER** key. This will move the cursor to the cell below A1.

4. **Click** on cell A1 again to select it.

5. **Click** in the formula bar. **Click** after your first name. Now, **Type** your last name. You should always make changes in the formula bar. If you try to make changes in the cell you will type over what is already there.

6. Press the **ENTER** key. Now you are in cell A2

7. **Type** the words *Happy Birthday*,. **See** that the words don't quite fit in the box. Don't worry about it. **See** that the text is also in the Formula bar.

8. **Press** the **ENTER** key. The cursor will move to the cell below it. Some of the text might be hidden, but it is not gone.

9. **Click** in cell A2 again, your text will return.

10. Now, **click** in cell B2.

11. **Type** the words *dear Andrew*.

12. **Click** in cell B2. **Click** in the formula bar and change *Andrew* to *Andrea*.

13. **Move the cursor** to the line between columns A and B. It should look like this:
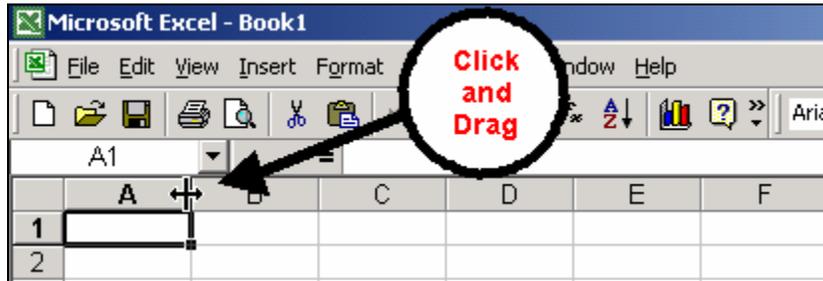
14. **Click and drag** to make the column bigger.

15. Repeat this between columns B and C. You can resize rows the same way.

16. **Click** on the Undo button, [⟲] or **Click and Drag** until the columns are back to the normal size.

17. **Place the cursor** between columns A and B. Now, **Double-click**, and the column will be as wide as the longest number or text in that column.

18. **Resize** column B the same way.

19. **Click and Drag** across the cells to select them. **Select** all the cells with text.

20. When the cells are selected, **Press** the **DELETE** key. Everything should be erased.

21. **Click** in cell A1 and **Type** *This is cell A1*

22. Use the **TAB** key to move to cell B1 and **Type** *This is cell B1*

23. Move into cell C1 and **Type** *This is cell C1*.

24. Using your arrow keys, move into cell A2 and **Type** *This is cell A2*. Move into cell B2 and **Type** *This is cell B2*, move into cell C2 and **Type** *This is cell C2*.

25. **Select** all of the text and change the font to **Times New Roman 14 pt**. **Bold** the text.

26. **Double-click** between the column labels to resize all the columns.

27. In cell A8, **Type** *January*. **Look** for a little black square in the lower right corner of the cell. This is called the fill handle. Carefully move your cursor over the fill handle. Your cursor should change from the select mode (white cross) to a small black cross (autofill cursor).

28. **Click** on the fill handle and **drag** it down to A19.

29. You will see the 12 months of the year in column A.

30. **Click** in cell B8 and **Type** the word *Monday*.

31. **Drag** the black box called the fill handle down to B14. You will see the seven days of the week in column B.

32. **Click** in cell C8 and **Type** the date *10/10/01*. Use the fill handle to add the dates that come after it.

36. **Save** this file to your disk. Name it *Excel 1*. **Make a new folder** on your disk to put all your Excel documents in. If you don't know how, **Ask your teacher**.