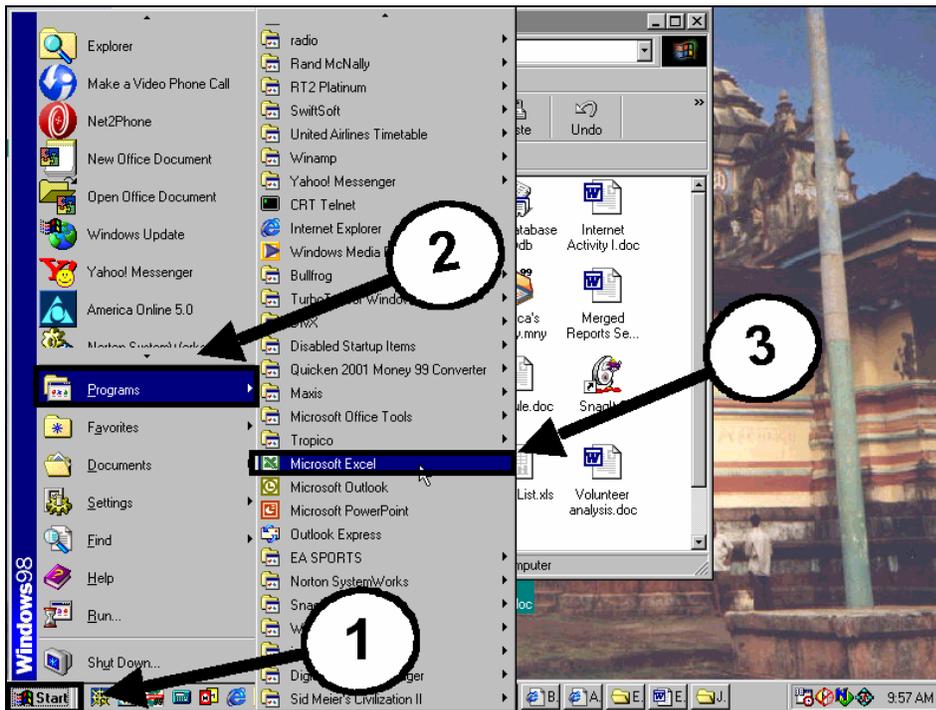# Microsoft Excel: Exercise 2

**In this exercise:**
- Moving from one cell to another
- Entering information in cells
- Removing a hyperlink
- Center and merge
- Sort ascending
- Deleting a row or column

1. **Open** a new Excel workbook.



2. In cell A1 **Type** *Training for Employable Computer Skills*.  **Press** the **ENTER** key.

3. In cell A2 **Type** *May-July 2001*.  **Press** the **ENTER** key.

4. In cell A3 **Type** the words *Last Name*.  **Press** the **TAB** key to move to the next cell.

5. In cell B3 **Type** the words *First Name*.  **Press** the **TAB** key to move to the next cell.

6. In cell C3 **Type** *E-Mail*.

**Check your work.** Your document should look like this**:**
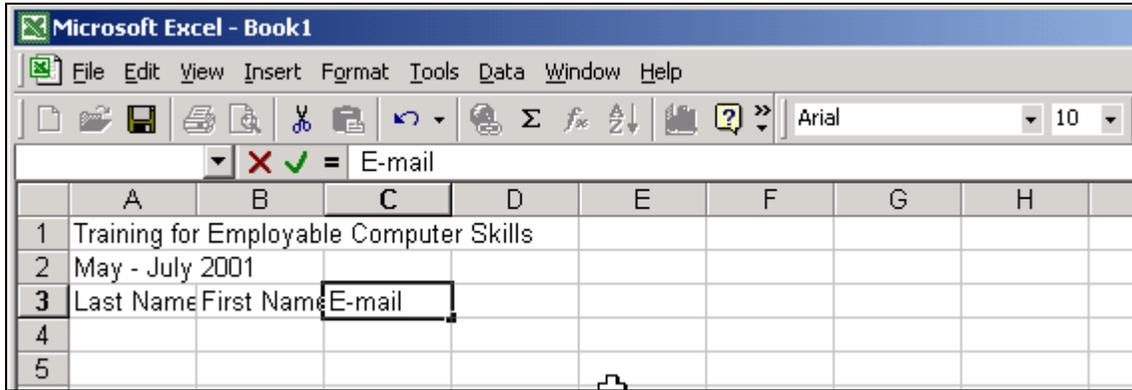


1.  Now imagine that you have been asked to make a list of student e-mail addresses for another computer class.  **Type** the names below into the cells on your screen.  Don't worry if some of what you have typed is hidden.  You will fix it later.  If you need to edit, make changes in the formula bar.

    *   To make  @ (called the AT sign) press Shift and the 2-key
    *   To make _ (called the UNDERSCORE) press Shift and the – (subtraction) key

8.   **Practice the first one:**

| Last Name | First Name | E-Mail |
|-----------|-----------|--------|
| Gardner | Leslie | leslie__gardner@hotmail.com |
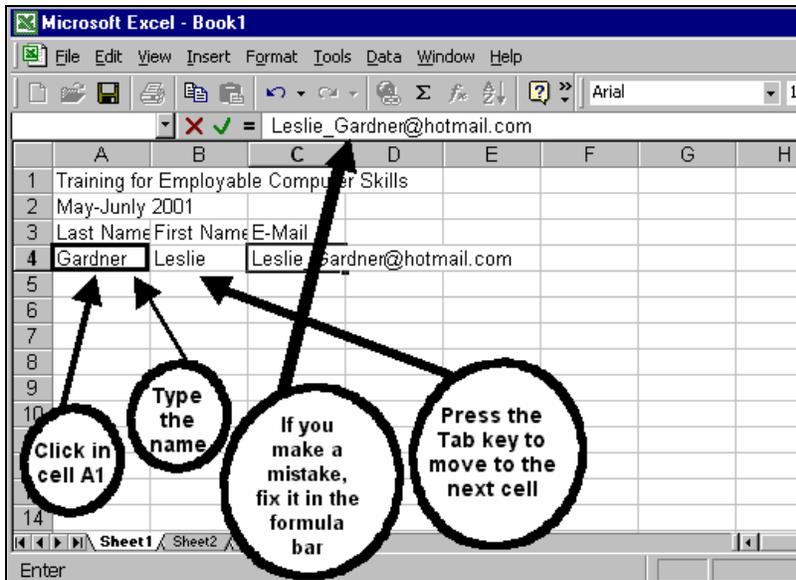
9.  Now **Type** the names below in your spreadsheet.

| Last Name | First Name | E-Mail |
|---|---|---|
| Kebber | Rachelle | rachellek@yahoo.com |
| Hussein | Rahima | Rahimahussein1@hotmail.com |
| Hussein | Abduljabar | abduljabar8@hotmail.com |
| Ali | Fakiha | Fakihaali3@hotmail.com |
| Moua | Xiong | Moua_Xiong@hotmail.com |
| Teferi | Tsige | ts_teferi@hotmail.com |
| Gomez | Mario | gomezm_2002@hotmail.com |
| Belew | Mulugeta | mulugetahbelew@hotmail.com |
| Brown | John | Browner5@yahoo.com |
| Mohamed | Abdullahi | mabenzi_299@hotmail.com |
| Kifleyesus | Selamawit | Skifleyesus1863@hotmail.com |
| Asfaw | Tsehay | tsehayasfaw@hotmail.com |

**10. See** that some of the e-mail addresses are blue and underlined**.**  That means that it is a

hyperlink.   If you click on it you will open an e-mail program**.**  Microsoft Excel has

automatically created this hyperlink.  **Follow the directions** to get rid of the hyperlink**.**
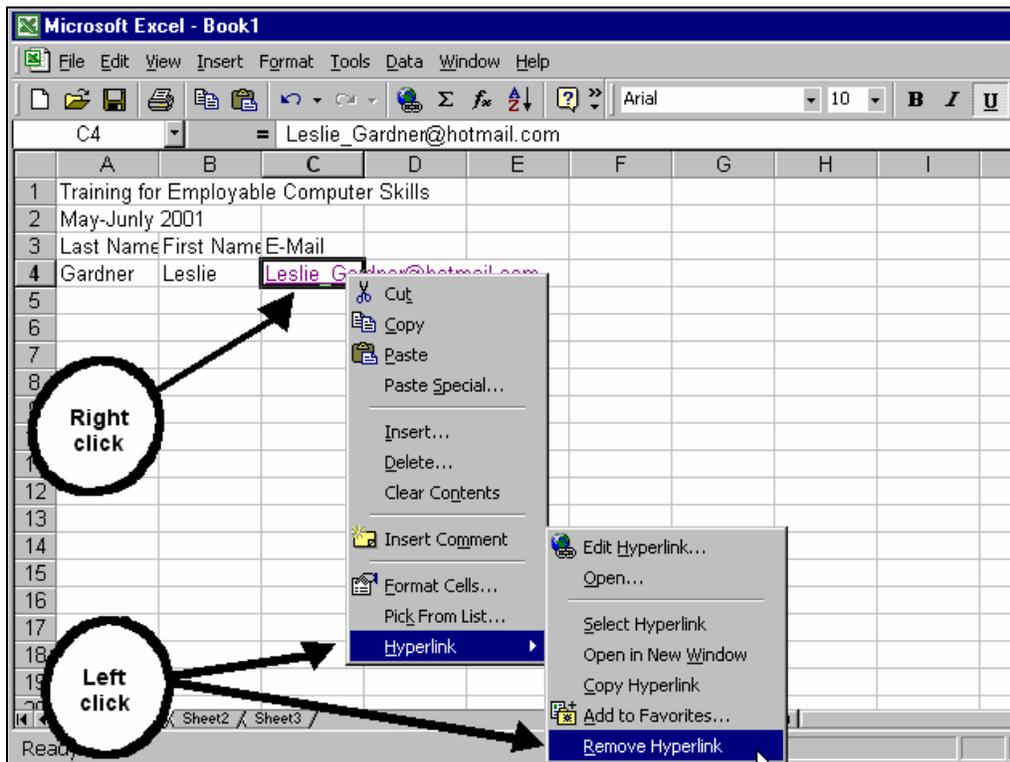


11. Now **Repeat** the last step to remove all of the hyperlinks.

12. **Check your work.**  Make sure that you have spelled EVERYTHING correctly.  An e-mail address will not work correctly if there is a mistake in it.  There should be no spaces in the e-mail addresses

13. **Click** in cell A1 and make the text **Bold**.

14. Change the font size in cell A1 to **20** pt.

15. **Highlight** cells A1-G1. **Place the cursor** in the middle of cell A1 **Click and Drag** over to G1.

16. **Click** on the **center and merge** button located in your toolbar.  Merge and Center changes many cells into one cell.  Excel will also center the text in the middle of this merged cell.

17. Change the font size in cell A2 to **14** pt and **Bold** it.
18. **Highlight** cells A2 to G2 and **Click** on the **center and merge** button.

19. **Double click** on the line between the labels for Column A and B.  Excel will automatically re-size the column to fit the text.

20. **Repeat** the same thing between column B and C, and C and D

21. To make the column size even bigger, **Click and drag** each border to the right until it says 125 pixels above the cursor.
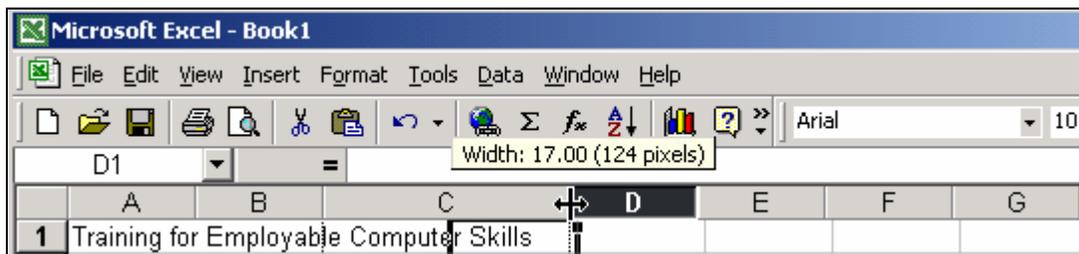


22.  **Bold** the titles in cell A3.

23. **Highlight** a block of cells starting at cell A4 and dragging over and down to cell D17.

24. **Click** on the **Sort Ascending** button.  **See** how the names are in order from A to Z now.

25. **Delete** the Rachelle Kebber entry since she is no longer in the class. **Click** on the row number on the left of the screen. When you click on it, it will highlight the whole row.

20. Now, **Right-click** on this row. A menu will appear. **Click** on **DELETE**. Excel will delete row you selected and move the other rows up.

21. **Click** on **FILE. Click** on **PRINT PREVIEW**. **Check your work.**

22. When you have corrected the mistakes **Print** the document.

23. **Save** this file on your disk.