**Activity Sheet: MS Excel 2010 Basics**

**Activity #1**

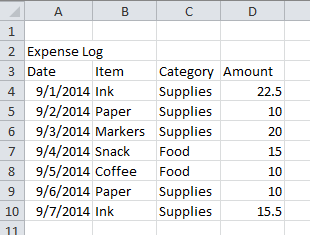
1. Name the **Tabs** in the **Ribbon**.
2. Name a button located on the **Insert** tab.
3. Name a function located in the **Alignment** group on the **Home** tab.
4. Features are actioned in two ways in Excel: by clicking on their button or by clicking on the Command Group.

**True** or **False**

1. There are two ways to print a document in Excel. What are they?

**Activity #2**

1. Open a new workbook in Excel and save it as “Office Expenses” to the desktop.
2. Enter all the data from the picture below in the first worksheet.



1. Merge and center the worksheet title “Expense Log” in cells A1 through D1.

**Activity #3**

1. Change the word in cell **B7** from **Snack** to **Snacks** and save the change.
2. Replace the **Item** in cell **B5** with **Coffee**.
3. Replace the **Category** in cell C4 with **Food**.
4. Replace the **Amount** in cell D4 with **2.5**.

**Activity #4**

1. Adjust the width of column **A**.
2. Insert a blank row between Rows **2** and **3**.
3. Insert a blank column between columns **B** and **C**.
4. Delete the blank column between columns **B** and **C**.

**Activity #5**

1. Move the text from cell **C8** to cell **A3**.
2. Copy and paste the data from cell **D5** into cell **B3**.
3. Remove the data from cells **A3** and **B3**.
4. Copy and paste your data on **Sheet 1** into **Sheet 2** (Note: Do not worry about formatting).

**Activity #6**

1. Change your title’s font to **Segoe UI** and make it bold; change the font color to blue.
2. **Center Align** rows **A** through **D**.
3. Make the background blue and the font white in cells **A4** through **D4**.
4. Place gridlines around the cells in the **Date**, **Item**, **Category**, and **Amount** columns.
5. Add dollar signs to the data in cells **D5** through **D11**.

