

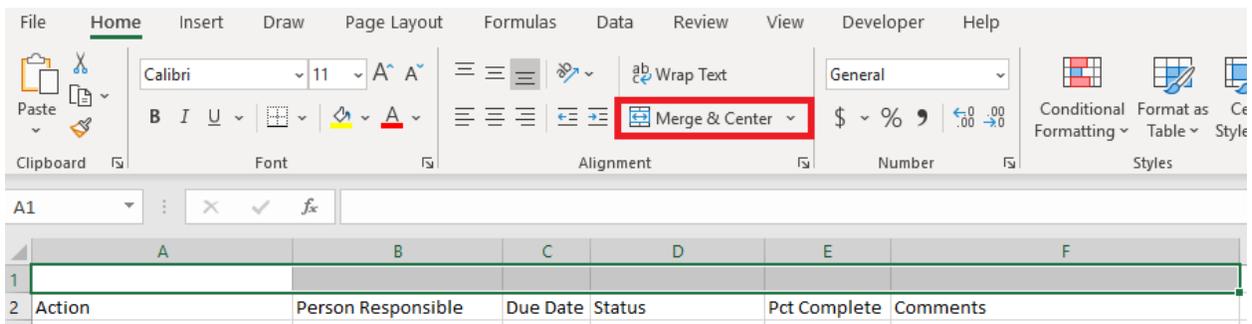
Project 2 - Formatting

In this project, we'll be creating our own Action Item Document (AID) that we can leverage to maintain status of critical tasks of our projects. We will incorporate everything we've learned in Section 2.

Step 1: Enter data into your Excel worksheet so that it is similar to the image below. Leverage the column separators to size the columns the way you like.

	A	B	C	D	E	F
1						
2	Action	Person Responsible	Due Date	Status	Pct Complete	Comments

Step 2: Select all cells from row 1 until column F. From the HOME menu, go to the ALIGNMENT area and select MERGE & CENTER.

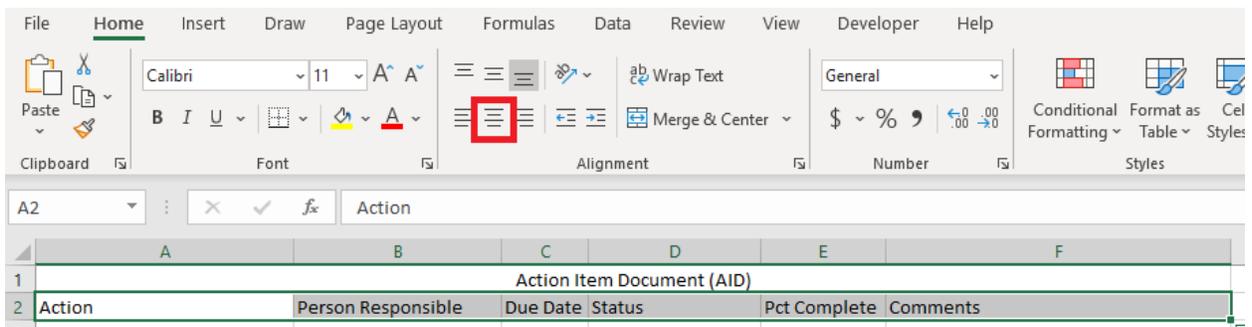


The screenshot shows the Excel Home ribbon with the Alignment group selected. The 'Merge & Center' button is highlighted with a red box. The worksheet below shows row 1 selected, with the text 'Action Item Document (AID)' centered across columns A through F.

Step 3: Enter the text “Action Item Document (AID)”

	A	B	C	D	E	F
1	Action Item Document (AID)					
2	Action	Person Responsible	Due Date	Status	Pct Complete	Comments

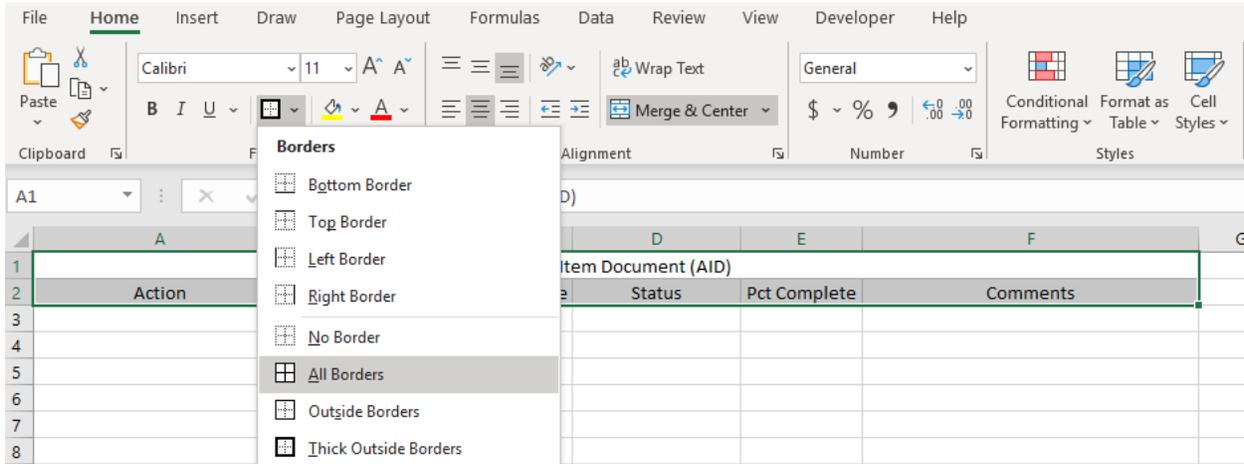
Step 4: Select the cells in row 2 and center justify the text.



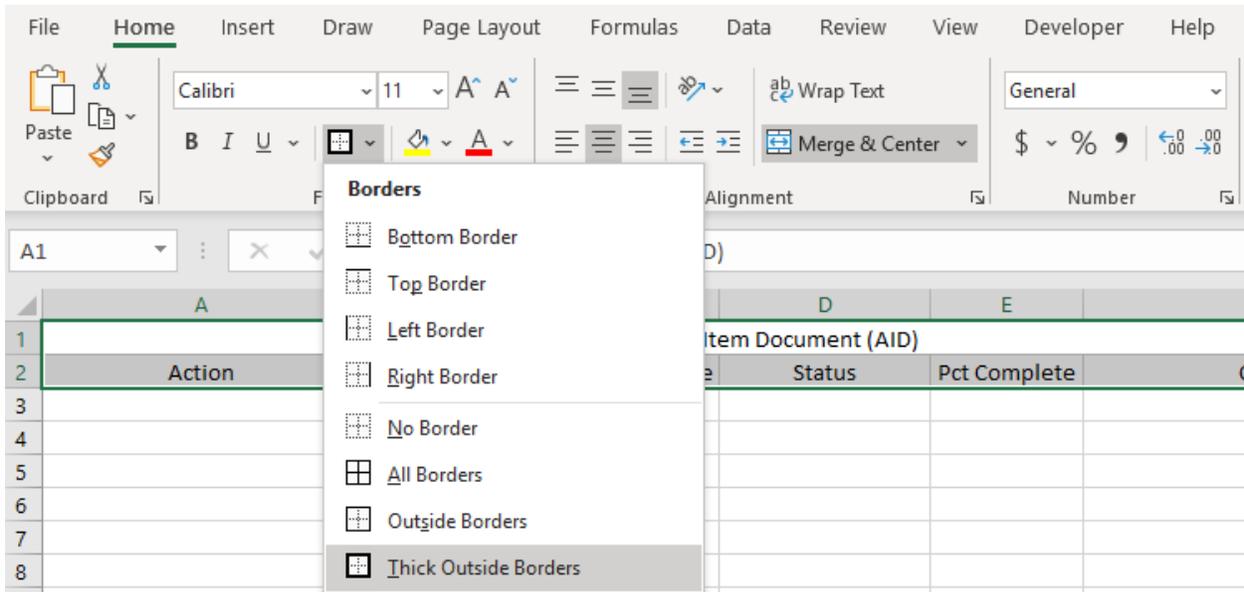
The screenshot shows the Excel Home ribbon with the Alignment group selected. The 'Center' button is highlighted with a red box. The worksheet below shows row 2 selected, with the text 'Action' centered in cell A2.

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Step 5: Select the first 2 rows up to column F. Then, from the HOME menu, drop-down the BORDERS list as shown below then select ALL BORDERS.

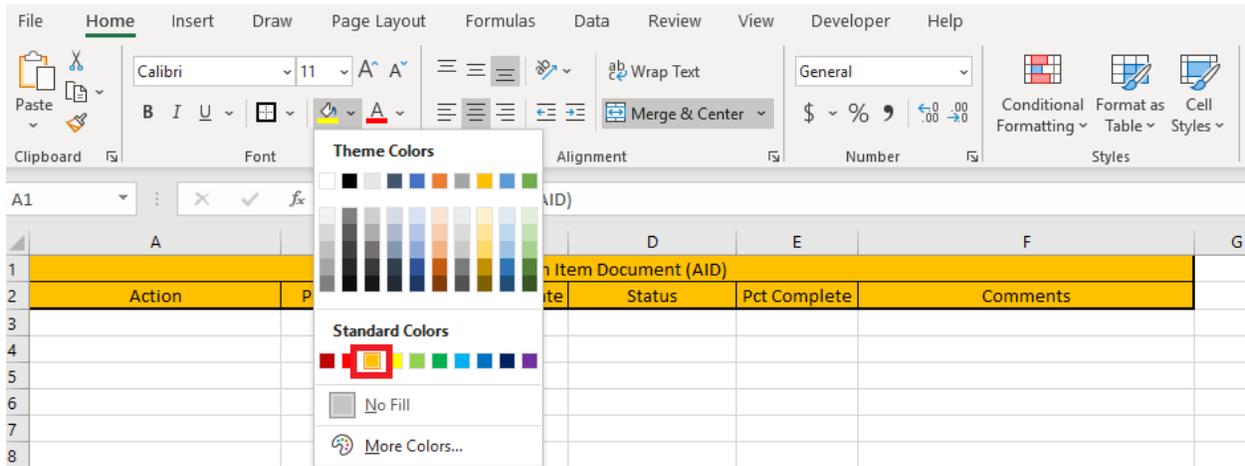


Step 6: Repeat the above step however, this time, select the THICK OUTSIDE BORDERS option to place a thick border around the entire header that spans 2 rows.

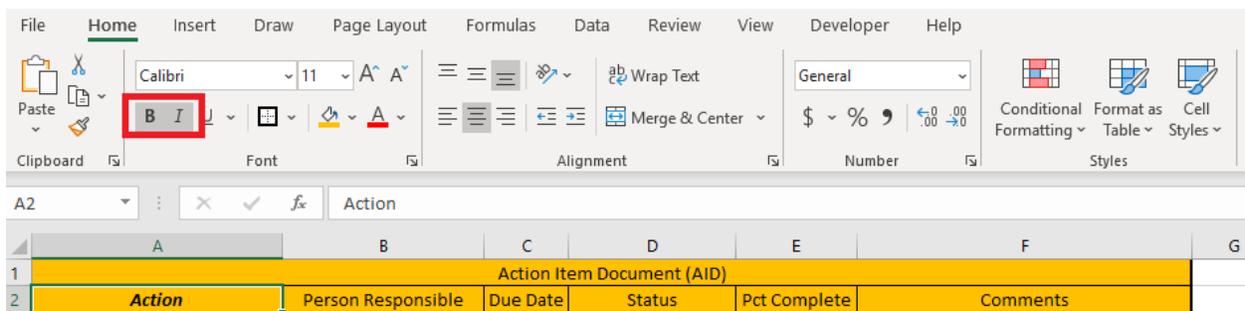


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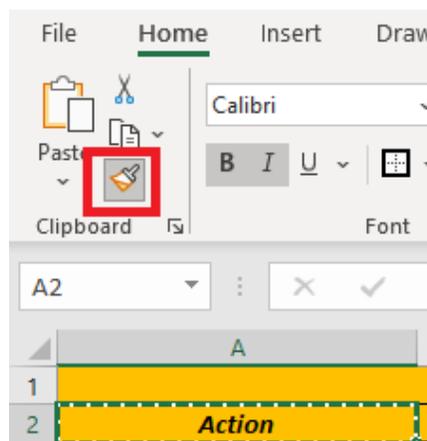
Step 7: Select the first two rows up to column F. From the HOME menu, drop-down the THEME COLORS list and select the orange color.



Step 8: Select cell A2 and then go to the FONT group within the HOME menu. Select both the Bold and Italic buttons so that the appropriate effect is taken on cell A2.

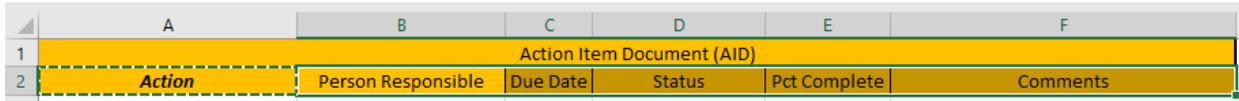


Step 9: Next, we will copy the formatting of cell A2 to the rest of row 2. Select cell A2 then go to the CLIPBOARD section of the HOME menu and select the FORMAT PAINTER button.



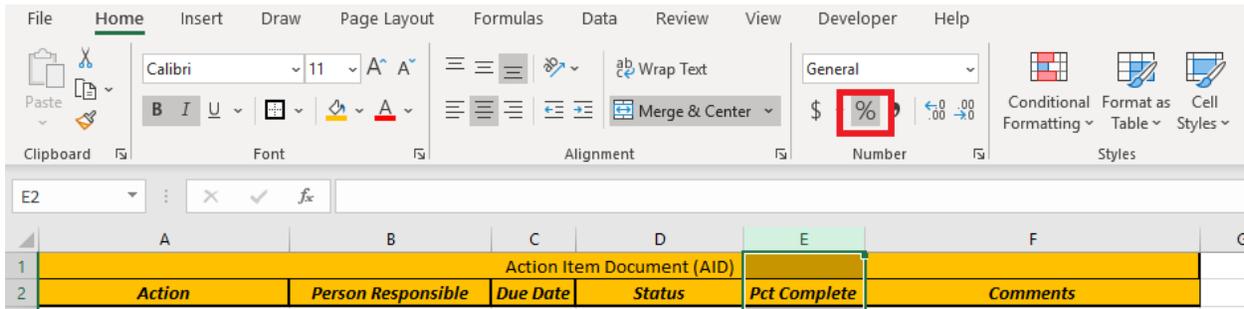
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Step 10: Select the rest of row 2 from cell B2 to F2. When you let go of your selection, the format for the rest of the row will take the exact format of cell A2.



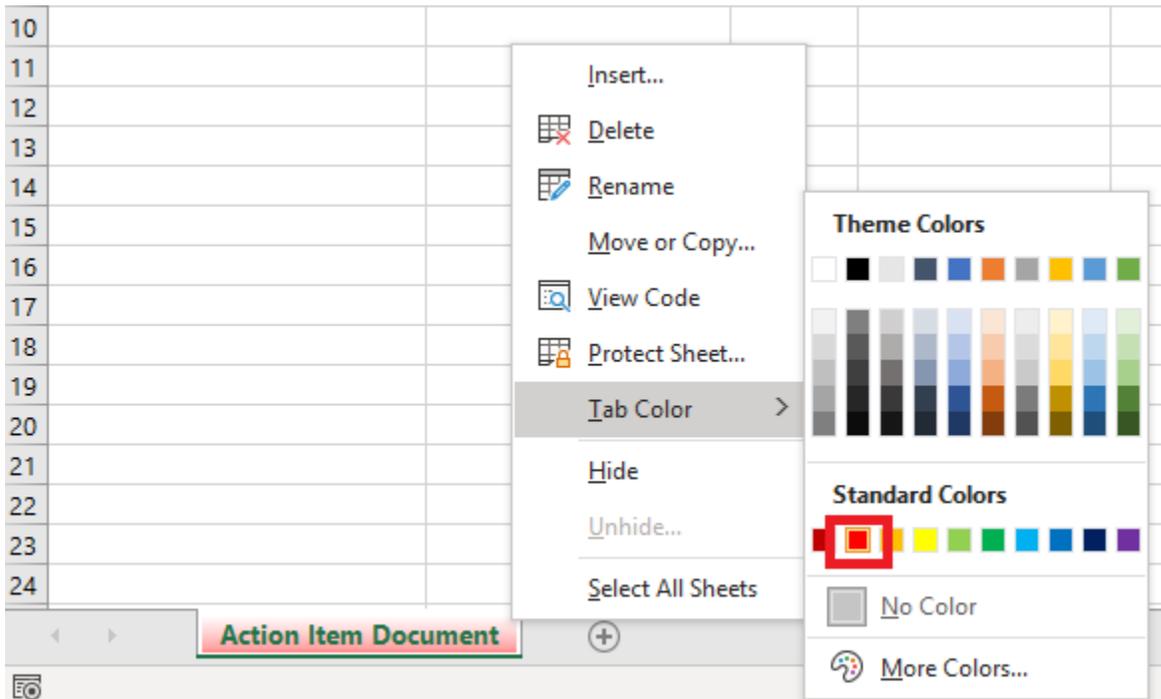
	A	B	C	D	E	F
1	Action Item Document (AID)					
2	Action	Person Responsible	Due Date	Status	Pct Complete	Comments

Step 11: Select the entire column E by clicking in the column header. Then, click on the Percentage icon in the NUMBER group within the HOME menu. This will format the entire Pct Complete column so that any number entered is of type percentage.



The screenshot shows the Excel ribbon with the 'Home' tab selected. In the 'Number' group, the percentage icon (%) is highlighted with a red box. Below the ribbon, the worksheet shows column E selected, and the 'Pct Complete' header is visible.

Step 12: At the bottom of your worksheet, change the tab title by double-clicking on it and typing "Action Item Document." Then, right-click on the tab then select TAB COLOR from the shortcut menu. Within the palette, select the RED color so that the tab is highlighted in RED.



The screenshot shows the bottom of the Excel worksheet with the tab titled 'Action Item Document'. A context menu is open over the tab, and the 'Tab Color' option is selected. The 'Standard Colors' palette is displayed, with the red color swatch highlighted by a red box.

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Step 13: The final item we will cover is leveraging themes for your spreadsheets. Themes are a pre-defined set of formats that you can use to help your spreadsheets really stand out. In order to do this, go to the PAGE LAYOUT menu then select a theme from the THEMES drop-down list. As you roll over a theme, you will notice your underlying spreadsheet automatically format. Experiment with which theme works for you.

