

EXCEL #1: Movies

Data Entry



1. Create a new Excel workbook.
2. Save as Last Name First Initial Movies.
3. Rename the **Sheet1** tab to **Movies**. (Double-Click on tab, type name)
4. Give the tab a color. (Right-Click on tab>Tab Color)
5. Insert a header with the title **Movies**. (Insert>Text>Header & Footer)
 - a. Click somewhere in you worksheet, the click on the Normal View button.
6. Adjust column widths as follow:
 - a. A – 6.57
 - b. B – 33.43
 - c. C – 13.57
7. Enter the labels and values below:



	A	B	C
1			
2			
3	All-Time Worldwide Box Office		
4	Rank	Movie	Revenue
5	1	Avengers: End Game	2795473000
6	2	Avatar	2789705275
7	3	Titanic	2208208395
8	4	Star Wars Ep. VII: The Force Awakens	2053311220
9	5	Avengers: Infinity War	2048134200
10			

8. Type your first and last name in cell A1
 - a. Double-click to enter **edit mode**, or use the formula bar to **bold** your last name.
9. Select cells A3:C3. **Merge & Center** (Home>Alignment>Merge & Center) and **bold**.
10. Select cells A4:C4 and **Italic** and **Underline**.
11. **Insert** a new Column B. (Right-Click Column B>Insert).
12. Key the following data in Column B:
 - a. B4 – Year
 - b. B5 – 2019
 - c. B6 – 2009
 - d. B7 – 1997
 - e. B8 – 2015
 - f. B9 - 2018
13. **Insert** a new Row 6. (Right-Click Row 6>Insert)
14. **Delete** Row 6. (Right-Click Row 6>Delete)
15. Select cell D9. **Copy** the cell and **Paste** the contents to cell C11. (Notice the moving dashed line)
16. Save your workbook.

Continued on the next page.

EXCEL: Movies Continued Formatting Cells



1. Select cells A4:B9 and **Center** the data (Home>Alignment>Center).
2. Select cells A3:D9 and apply an **Outside Border**. (Select Cells>Right-Click>Format Cells>Border>)
 - a. Select a line style and color of your choice.
 - b. Select the Outline Preset.
3. Select A5:D9 and apply an **Inside Border**.
 - a. Select a dashed or dotted line style and color of your choice.
 - b. Select the Inside Preset
4. Select cells A4:D4 and apply a **Fill Color** of your choice. (Home>Font>Fill Color)
5. Select cells D5:D9. Format cells to display as **Currency**. (Home>Number>Currency)
 - a. *Hint: select the Number Format dropdown arrow by "General"
6. If ##### are displayed in Column D, Double-Click the headings between D & F.
7. Adjust the **Height** of row 4 to 30. (Right-Click>Row Height>30)
8. Change the **Font Size** of A3 to 16.
9. Select cells A4:D4. **Middle Align** the data (Home>Alignment>Middle Align).
10. Save your workbook.

Mr. Kurtz's Example

	A	B	C	D
1	Mr. Kurtz			
2				
3	All-Time Worldwide Box Office			
4	<u>Rank</u>	<u>Year</u>	<u>Movie</u>	<u>Revenue</u>
5	1	2019	Avengers: End Game	\$2,795,473,000.00
6	2	2009	Avatar	\$2,789,705,275.00
7	3	1997	Titanic	\$2,208,208,395.00
8	4	2015	Star Wars Ep. VII: The Force Awakens	\$2,053,311,220.00
9	5	2018	Avengers: Infinity War	\$2,048,134,200.00
10				
11				2048134200