

# EXCEL PRACTICE #1: States

## Worksheet Basics



### New Skills:

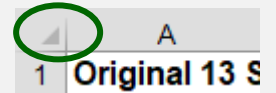
- ◆ Insert a Header
- ◆ Color Sheet Tabs
- ◆ Select All
- ◆ Select Cells & Cell Ranges
- ◆ Adjust Column Width
- ◆ Adjust Row Height
- ◆ Insert Columns & Rows
- ◆ Page Margins
- ◆ Delete Columns & Rows
- ◆ Wrap Text
- ◆ Merge & Center Cells

1. Open your Excel Practice Workbook.
2. Rename Sheet 1 **States** (Double-Click). Give the tab a color (Right-Click>Tab Color)
3. Insert a header with the title **States**. (Page Layout View>Click in the section & type)
4. Selecting Cells:
  - a. Click the Select All Button (top left, left of A, Above 1)
  - b. Select Row 11 (Click on 11)
  - c. Select Column C (Click on C)
  - d. Select Row 4 & Column F (Hold Ctrl)
  - e. Select B3:D9
5. Insert a new row 2 (right-click on 2>Insert)
6. Delete row 14 (right-click on 14>Delete)
7. Adjust Row Height of row 1 to 27 (right-click>Row Height>27)
8. Insert a new Column B (right-click on B>Insert)
  - a. Key **Abbreviations** in B3
9. Auto adjust width of Column E (double-click between E & F)
10. Delete Column F (right-click on F>Delete)
11. Adjust Row Height of rows 4:16 to **20** (right-click>Row Height>20)
12. Slide adjust the Column Width of Column A to 15
13. Change the Column Width of Columns C & D to 20
14. **Merge and Center** A1:F1
15. Insert a new Row 11
16. Delete Row 11
17. Adjust Column F width to 10.14
18. **Wrap Text** in F3 (Home>Alignment>Wrap Text)
19. Change the **Page Margins** to .2 on the left and right.
20. Save

### Page Layout View



### Select All Button



	A	B	C	D	E	F
1	<b>Original 13 States</b>					
2						
3	<b>State</b>	<b>Abbreviation</b>	<b>Flower</b>	<b>Nickname</b>	<b>Motto</b>	<b>Date of Statehood</b>
4	Connecticut	CN	Mountain Laurel	Constitution State	He Who is transplanted still sustains	1/9/1788
5	Delaware	DE	Peach Blossom	The First State	Liberty and Independence	12/7/1787
6	Georgia	GA	Cherokee Rose	Peach State	Wisdom, Justice, and Moderation	1/2/1788
7	Maryland	MD	Black-eyed Susan	Old Line State	Manly Deeds, Womanly Words	4/28/1788
8	Massachusetts	MA	Trailing Arbutus	Bay State	By the sword we seek peace, but peace only under liberty	2/6/1788
9	New Hampshire	NH	Purple Lialac	The Granite State	Live free or die	6/21/1788
10	New Jersey	NJ	Violet	Garden State	Liberty and Prosperity	12/18/1787
11	New York	NY	Rose	Empire State	Excelsior	7/26/1788
12	North Carolina	NC	American Dogwood	Old North State	To be, rather than to seem	11/21/1789
13	Pennsylvania	PA	Mountain Laurel	Keystone State	Virtue, Liberty, and Independence	12/12/1787
14	Phode Island	RI	Violet	Ocean State	Hope	5/29/1790
15	South Carolina	SC	Yellow Jessamine	Palmetto State	Prepared in mind and resources / Whil I breathe I hope	5/23/1788
16	Virginia	VA	American Dogwood	Old Dominion State	Thus Always to Tyrants	6/25/1788