EXCEL PRACTICE #2: Calendar
Formatting Cells

New Skills:

- Insert a New Worksheet
- Delete a Worksheet
- Apply Borders
- Apply Fill Color/Shading
- Change Font Size
- Change Font Color
- Italicize Font
- Format Dates
- Top Align
- Middle Align
- Merge Cells

1. Open your Excel Practice workbook.
2. Rename Sheet 2 **Calendar.** Give the tab a different color.
3. Insert a header with the title **Calendar**
4. **Insert** a new worksheet (Click the + sign in the sheet tabs)
5. **Delete** the worksheet you just inserted (Right-click>Delete)
6. **Merge & Center** A1:G1
7. Select cells A2:G7 and apply **All Borders**
   a. Right-click>Format Cells>Borders Tab)
   b. Select a line style and line color
   c. Choose the **Outline** and **Inside** preset options
8. Select A3:A7 and increase the Font Size to 14
9. Select Row 2 and decrease the Font Size to 8
10. Select A3:A7 and G3:G7 (hold Ctrl). Apply a light **Fill Color** (Home>Font>Fill Color)
11. Insert a blank row before Row 2
12. Select the month [June 20XX]
    a. Increase the Font Size to 20
    b. Change the Font Color (Home>Font>Font Color)
13. Change the Column Width of Columns A:G to **12**
14. Change the Row Height of Rows 4:8 to **108**
15. Select A1:G8 and **Bold**
16. **Italicize** Row 3
17. Row 2
    a. Adjust the Row Height to **30**
    b. **Middle Align** the data
18. Cells A4:G8, **Top Align** the data
19. In cell A12, enter today's date and format as Short Date (Home>Numbers>Number Format Dropdown>Short Date)
20. In cell A13, enter today's date and format as Long Date (Home>Numbers>Number Format Dropdown>Long Date)
21. Select A13:C13 and **Merge**
    a. (Home>Alignment>Merge & Center Dropdown>Merge)
22. Save

Insert a New Worksheet