**Checker Board Activity** (updated September 24, 2015)

Open a New Worksheet in MS Excel & name the **worksheet** Checkerboard.

Click the Select All Button (upper left corner) Above the 1 in the Row Cell Reference and to the left of the A in

Column Reference.

Right Click the **Highlighted** area (Row Cell Reference) and select **Row Height**. Change or enter the value of 64.5.

Right Click the **Highlighted** area (Column Cell Reference) and select **Column Width**. Change or enter the value of 14.0.

Press **CTRL + S to Save** while you are working.

Click in to cell A1 and fill in the cell using the **Fill Tool** with the color red.

Click in cell B1 and fill in the cell using the **Fill Tool** with the color black.

Turn cells C1, E1, G1, AND I1 to red.

Turn cells D1, F1, H1, AND J1 to black.

Turn cells A2, C2, E2, G2, AND I2 to black.

Turn cells B2, D2, F2, H2, AND J2 to red.

Highlight cells A1 to J2, Right click and choose **COPY.**

Click in cell A3. Right Click and choose **PASTE.**

Paste the pattern through row 10. Alternating patterns like a checker board.

**Highlight** cells A1 – J10. Right click in the highlighted area and select **Format Cells.**

Click the Border Tab in the Format Cells Window.

In the **Format Cells Window** – **Border Tab,** select a line style, click the Outside Button and the Inside Button to apply the border **(gridlines).**

Click on the **INSERT TAB** in the **Main Menu**/ **Ribbon.** Scroll over to the **WordArt** Button.

Select a **WordArt** Style and type your first and last name.

Click Save AS (CTRL+S) as you work.