**Creating a Class Schedule (A Review)**

1. Open MS Excel and a new excel workbook file.
2. Save this file to the proper activity folder as **Schedule Semester 2**
3. Select All (CTRL + A) and set font at Size 15 point, *adjust size as needed at the end*.
4. Set font, style and color **as desired**. Use complimentary shading, when formatting your table.
5. In cell A1 Type “Your Full Name - Semester 2 Class Schedule” – Bold face and italicize this title.
6. Merge & Center this title in Row 1 across the top of your schedule Columns A-D
7. In cell B2 Type **Day A –** and bold face this title.
8. In cell C2 Type **Day B –** and bold face this title.
9. Fill this section in with a Fill Color and alter Font Size and Style as desired.
10. Save as you go! [CTRL + S]
11. In cell A2 type HR for homeroom
12. In cells A3 – A9 type periods 1 through 5 and include your lunch 4L1
13. Highlight cells A2 – A9, select Center & Boldface
14. Fill this section (A2 – A9) in with a Fill Color and alter Font Size and Style as desired.
15. Highlight your table Columns A-C through row 8. Or try our shortcut keys (CTRL + SHIFT + 8).
16. Right Click on the Column Cell Reference (Letters) and select Column Width
17. Set Column Width to 44 point or higher.
18. With the Table Selected, Right Click on the Row Cell Reference (numbers) and select Row Height.
19. Adjust Row Height to 50 point or higher.

NOTE: You can also manually adjust the Columns B & C to a width to accommodate your class title and font size. As well as the height of each row, by click and dragging the gridlines to your desired width/height.

1. The row for Lunch should be labelled Lunch in B7 & C7.
2. Use the Formatting Features to Fill/Shade the cells/rows/columns.
3. Use data entry skills to type in class information as follows:

Class Title - Teacher Name - Room Location

1. Capitalization and Spelling Counts.
2. You may need to format this schedule differently in some aspects to make it look as you desire.
3. Re-Save this file and place in the proper Activity Folder (#22) in the Term 2 Folder on your Networked Drive.