

Lesson E-3: Employee Roster Intro to Excel v5

Instructions to MS Excel Using Office Specialist	
1.	Open the Starter Document E3 Employee Roster found on the Lesson Web Page.
2.	Save document E3 Employee Roster to the Excel Folder in your Comp Apps Folder.
3.	<p>Format Column Width: Format the width of column A – C to size 15. How? Highlight the section of columns (A-C), right click, select <i>Column Width</i>, then type in the value of 15. Now format the width of columns D-E to size 18. How? Highlight the section of columns (D-E), right click, select <i>Column Width</i>, then type in the value of 18.</p> <p>Why? This function will widen the columns, allowing room for you to key the data into the worksheet.</p>
4.	Format Font & Font Size: Press (CTRL + A) to SELECT ALL, then pick font Arial and Font Size 10.
5.	<p>Data Entry: Key (type) in the data into the spreadsheet as it appears in Data Sheet Project E-3 below or on the back of this sheet. Unless otherwise noted, the font should be set to Arial and size 10 point.</p> <p style="text-align: center;"><u>Complete the Data entry first, before going on to Step 6</u></p>
6.	Title: In Cell A1, change the font size of Lawn Enforcement to size 16 point & boldface.
7.	Subtitle: In cell A2, format the subtitle Employee Roster using 12-point font with boldface.
8.	<p>Format Font: Format cells A1 – E4 as boldface. (CTRL +B) How? Select A1 through E4, click the tool for Bold.</p> <p>** Remember, Information in row 4 should be typed using ALL CAPS – Use the CAPSLOCK Key.**</p>
9.	<p>Format Text: Select All Cells (Ctrl + A) and format the cells to text.</p> <p>How? Right click on the gray area/selected cells, then select "Format Cells" from the menu. In the <i>Number Tab</i> section click on <i>TEXT</i> from the menu.</p> <p style="text-align: center;">What Does This Do? This will read all characters, numbers, symbols you've typed as text only. The characters have no numerical value on this setting, they are not to be calculated.</p>
10.	Format Text as Numbers: Select cells C5 – C20. Right click the gray selected area, chose Format Cells, Choose Number with a place value of 0. Ask for help if needed. Align C5 – C20 to the left of the column using the left alignment tool.
11.	Re-Save this file. (Ctrl+S)
12.	Margins: Set a <u>Custom Margin</u> . How? Click Layout Tab, Go to Margins and choose Narrow.
13.	Page Layout: Set the <u>Page Orientation</u> to <u>Landscape</u> . How? Click Layout Tab, click <u>Orientation</u> and choose <u>Landscape</u> .
14.	Data Entry: In cell A22 type Your first and last name. Align text to the Left Margin of the cell.
15.	Data Entry: In cell A23 type the day and period of this class. Align text to the Left Margin.
16.	Data Entry: In cell A24 type today's calendar date. Align text to the Left Margin of the cell.
17.	Alignment: Align Left: Align Cells A22, A23, and A24. How? Select A22, A23, & A24 going down in the column, then click the Align Left Button in the Alignment Section of the Toolbar.
18.	Save again, ask a peer to proofread your work, carefully proofread your work for accuracy & save.

Data Sheet Project E-3.

	A	B	C	D	E
1	Lawn Enforcement				
2	Employee Roster				
3					
4	LAST	FIRST	EMP ID#	JOB TITLE	PHONE
5	Sylvester	Judith	484738	President	x5187
6	Jones	Raymond	473288	Gardener	852-555-6954
7	Nguyen	Tui	738209	Admin Assistant	x5841
8	Aleman	Tito	835823	Sales Rep	678-555-2579
9	Forsythe	Ralph	381593	Gardener	995-555-4587
10	Higgins	Sheila	759145	Office Mgr	x9875
11	Chu	Tran	575287	Gardener	375-555-8456
12	Cruz	Hilda	584358	Web Master	124-555-9825
13	Marquez	Tony	458216	Gardener	985-555-5858
14	Anton	Talia	581358	Gardener	895-555-6789
15	Fredricks	Susan	246978	Gardener	456-555-8951
16	Munoz	Maria	849351	Receptionist	x7848
17	Forrester	James	786952	Gardener	585-555-9851
18	White	Olivia	289574	Gardener	895-555-5785
19	Whitmore	Kenneth	698542	Accountant	x5815
20	Anderson	Rhonda	369745	Admin Assistant	x9800