1. Open Excel (Start, All programs, Microsoft Office and Microsoft Excel)
2. Save this as **Student** in your Functional skills ICT folder

**Enter data**

1. Type your first name and last name in cell A1 and press enter
2. Click in B1 and type your postcode, press enter
3. Move to cell A5 and type **Students**, press enter
4. Enter text as shown
5. Widen Column – point mouse arrow over the join between column heading A and B. It should turn into a four-sided arrow. Double click the mouse and it will do it for you.
6. Click on B6 and, holding your left mouse button down, highlight to B10
	1. Right click the mouse
	2. click format cells
	3. Numbers tab
	4. Click on number from the list
	5. select 0 decimal places
	6. ok
7. Click on C6 and, holding your left mouse button down, highlight to C10
	1. Right click the mouse
	2. click format cells
	3. Number tab
	4. Click on Currency in list
	5. Ok
8. **Text formatting**
	1. Click in A5 and drag to C5 to highlight these
	2. Click Bold on the toolbar
9. **Centre headings**
	1. Click in A5 and drag to highlight to C5
	2. Click centre button on the Toolbar. See what it does
10. **Copy and Paste – Method 1**
	1. Click in C6
	2. Right click on the mouse
	3. Click copy
	4. Click mouse pointer in C7
	5. Right click on the mouse
	6. Click paste
11. **Copy and Paste – Method 2**
	1. Click on C7
	2. Point the mouse over bottom right hand corner of the cell, a thick cross will appear
	3. Click the left mouse button and drag down to C9, the number in C7 will be copied in each cell



1. Your spreadsheet should look like this
2. **Using AutoSum to insert a formula**
	1. Click in B10
	2. Click on Formulas on the toolbar then click then click enter
	3. Repeat this in cell C10, you should see £14.00
3. **Change contents of a cell**
	1. Make the following changes
		1. Change Jason’s hours to 7
		2. Change Pauls to 10
		3. Emma’s to 7
		4. Sarah’s to 4
4. **Copy a number to selected cells**
	1. Click in C6 type 4 and press enter
	2. Click in C6 again, point mouse over the bottom right hand corner, a thick cross will appear
	3. Click and hold down and drag to C9
5. **Insert a row**
	1. Click in A8
	2. Right click
	3. Select insert
	4. Select insert a row, click ok
	5. Enter David King 9 4.00
	6. Click Save
6. **Delete a row**
	1. Click on Row heading 2 so that the whole row is highlighted
	2. Right click the mouse
	3. Click delete
7. **Insert header and footer**
	1. Select insert on the toolbar
	2. Click on header and footer
	3. Click on the left of the header and insert your name
	4. Click in the middle and click on the current date
	5. Click in the right side of the header and click file name
8. **Insert Gridlines and row and column headings**
	1. Click on page layout on the toolbar
	2. Select both view and print in the gridlines and headings



* 1. Save your work