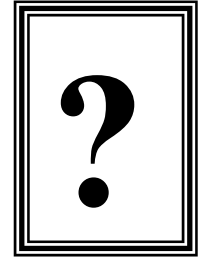




USE MICROSOFT EXCEL TO DESIGN FORMS



PERSONAL "TO DO" LIST

OPEN MICROSOFT EXCEL

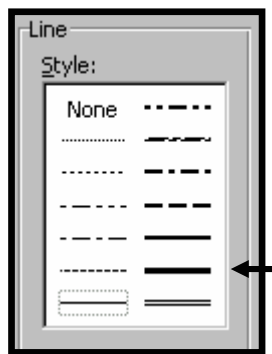
- Click on START on Taskbar.
- Select PROGRAMS > MICROSOFT EXCEL.

NAME SPREADSHEET DOCUMENT

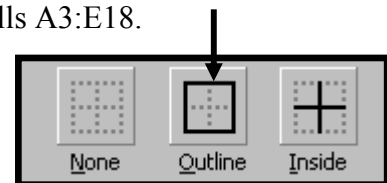
- Click on FILE Menu and select SAVE AS.
- Save this file in your FOLDER on the designated drive.
- Name your document: MY_TO_DO_LIST.
- Click OK or press ENTER. (*Remember to save often!*)

TO CREATE BORDERS FOR DIFFERENT SECTIONS OF "TO DO" LIST:

- Select A3:E18—Left click in cell A3 and drag across and down to cell E18 to select the range of cells A3:E18. Release left mouse button.



- Right click inside selected range of cells.
- Click on FORMAT CELLS > BORDER.
- Click to select the boldest solid line; then click on Outline to create a bold border around the range of cells A3:E18.
- Click OK or press ENTER to accept the change.



- Select G3:K11—Left click in cell G3 and drag across and down to cell K11 to select the range of cells G3:K11. Release left mouse button.
- Right click inside selected range of cells.
- Click on **FORMAT CELLS > BORDER**.

- Click to select the boldest solid line; then click on Outline to create a bold border around the range of cells G3:K11.
- Click OK or press ENTER to accept the change.

- Select G13:K20— Left click in cell G13 and drag across and down to cell K20 to select the range of cells G13:K20. Release left mouse button.
- Right click inside selected range of cells.
- Click on **FORMAT CELLS > BORDER**.
- Click to select the boldest solid line; then click on Outline to create a bold border around the range of cells G13:K20.
- Click OK or press ENTER to accept the change.

- Select A20:E30—Left click in cell A20 and drag across and down to cell E30 to select the range of cells A20:E30. Release left mouse button.
- Right click inside selected range of cells.
- Click on **FORMAT CELLS > BORDER**.
- Click to select the boldest solid line; then click on Outline to create a bold border around the range of cells A20:E30.
- Click OK or press ENTER to accept the change.

- Select G22:K30—Left click in cell G22 and drag across and down to cell K30 to select the range of cells G22:K30. Release left mouse button.
- Right click inside selected range of cells.
- Click on **FORMAT CELLS > BORDER**.
- Click to select the boldest solid line; then click on Outline to create a bold border around the range of cells G22:K30.
- Click OK or press ENTER to accept the change.

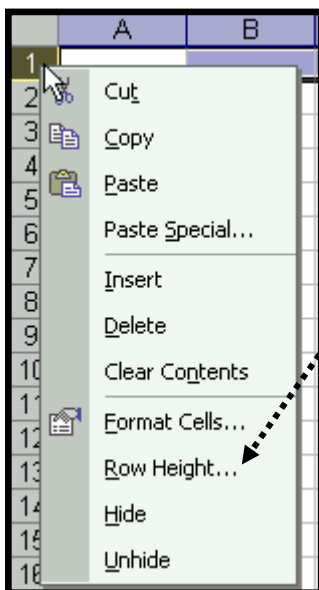
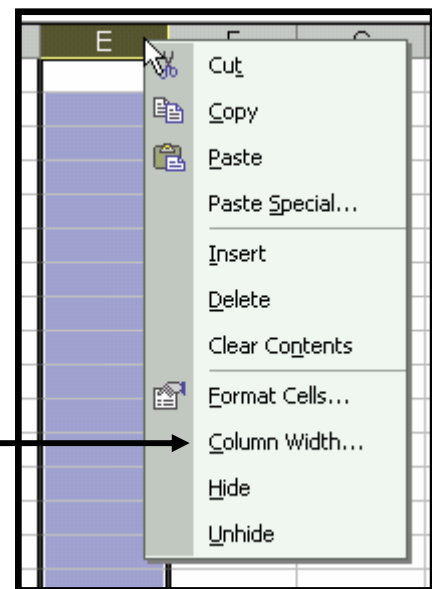
TO CHANGE MARGINS: *(Do not change header or footer margins!)*

- Set margins for 1/2 inch (top, bottom, right, and left).
- Click on FILE MENU > PAGE SETUP > MARGINS.
- Click on the down arrow to set all margins at .5 (1/2”).
- Click OK or press enter to accept the change.

TO CHANGE COLUMN WIDTHS:

- Right click on the letter name for Column E.
- Left click on Column Width and key the number 6.
- Click OK or press ENTER to accept the change.

- Right click on the letter name for Column F.
- Left click on Column Width and key the number 5.
- Click OK or press ENTER to accept the change.



TO CHANGE ROW HEIGHTS:

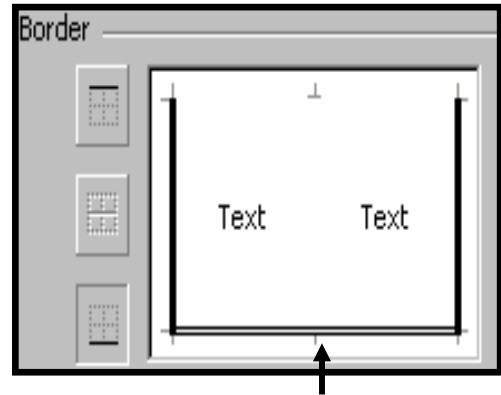
- Right click on the number for Row 1.
- Left click on Row Height and key the number 25.
- Click OK to accept the change.

- Left click on the number for Row 3, continue to hold down the left mouse button, and drag down to select Row 3 through Row 30.

- Right click inside the selected rows.
- Click on Row Height and key the number 25.
- Click OK to accept the changes.

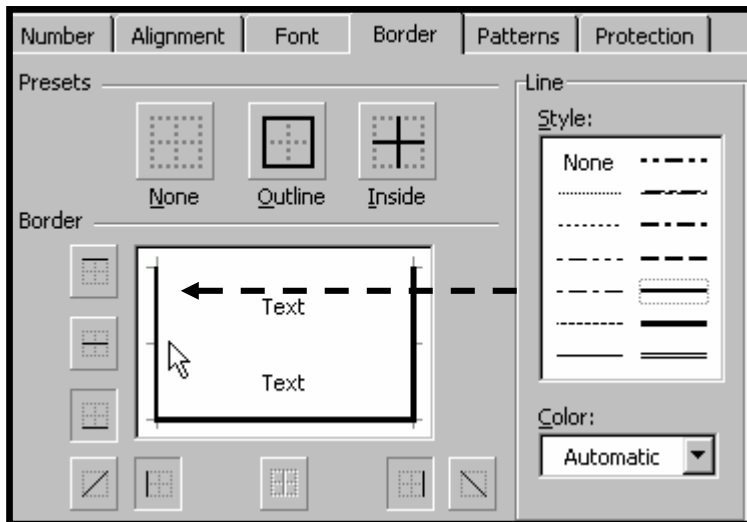
TO CREATE HORIZONTAL BORDER BELOW EACH SECTION TITLE:

- Left click in cell A3 and drag across to E3 to select the range of cells A3:E3.
- Right click inside the selected range of cells.
- Click on **FORMAT CELLS > BORDER**.
- Click to select the double-ruled solid line; then click on bottom of diagram to create a double-ruled line below the range of cells A3:E3.
- Click OK or press ENTER to accept change.
- Repeat these five steps to create a double ruled solid line below the other ranges—G3:K3; G13:K13; G22:K22; and A20:E20.



TO CREATE VERTICAL RULED BORDERS:

- Left click in cell E3 and drag down to E18 to select the range of cells E3:E18.
- Right click inside the selected range of cells.
- Click on **FORMAT CELLS > BORDER**.



- Click to select the first solid line on right (just above the bold solid line); then click on left side of diagram to create a solid line border to the left of the range of cells E3:E18.
- Click OK or press ENTER to accept change.
- Repeat these five steps to create double ruled border to the right of the range of cells G4:G11.
- Click OK or press ENTER.

- Click to anchor cursor in J4.
- Depress and continue to hold down CTRL key while you click in cells J6, J8, and J10.
(This will cause each of these cells to be selected.)
- Right click inside one of these selected cells.
- Click on FORMAT CELLS > BORDER.
- Click to select the first solid line on the right (just above the bold solid line); then click on the left side of the diagram to create a solid line border to the left of each of the cells: J4, J6, J8, and J10.
- Click OK or press ENTER to accept changes.

KEY IN MAIN HEADINGS AND SECTION HEADINGS IN ALL CAPS AND BOLD:

- Click to anchor cursor in A1 and key your heading as follows: **MARY’S “TO DO” LIST**
- Press ENTER, then format: *Font Size: 16 point—Font Style: your choice—Use your name!*
- Click to anchor cursor in G1 and key in the following: **DATE:** *(also 16 point size)*

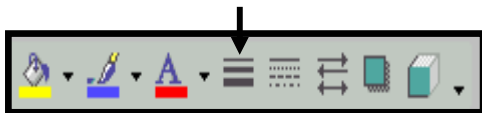
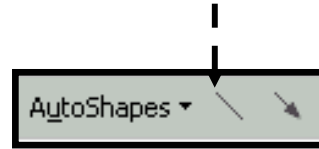
- Click to anchor cursor in A3 and key section title: **TASK:**
- Click to anchor cursor in G3 and key section title: **TO PHONE:**
- Click to anchor cursor in A20 and key section title: **APPOINTMENTS:**
- Click to anchor cursor in G13 and key section title: **TO FOLLOW UP:**
- Click to anchor cursor in G22 and key section title: **REMINDERS TO SELF:**

<p>Font Size:</p> <p>13.5 point</p>
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<p>NOTE: Remember also that you can depress and hold the CTRL key and select all of these headings to make these formatting changes at one time, if you wish!</p>
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TO DRAW LINES UNDER MAIN HEADINGS

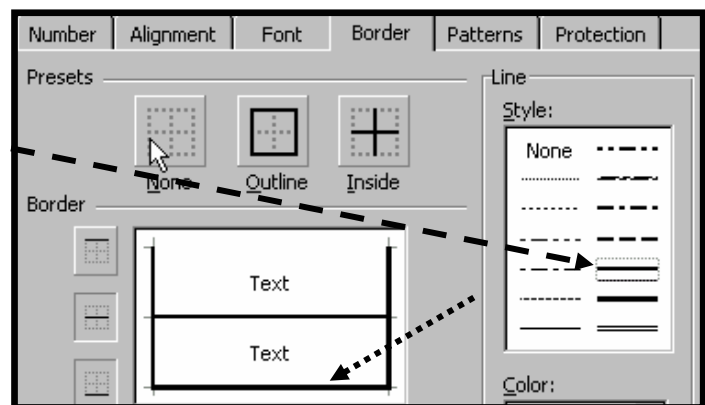
- Click on the LINE drawing tool located on Drawing Toolbar.
(If the Drawing Toolbar is not showing, click on View Menu, point to Toolbars, and select Drawing.)
- Cursor icon becomes a “crosshair.”
- Locate crosshair under the first main heading: *MARY’S “TO DO”*—press and hold Shift Key *(and left mouse button if using a laptop computer)* while you draw a line from A1 to E1.
 - Repeat these steps to draw a line to the right of the second main heading: *DATE: (H1 to K1)*.
- Line Style can be changed. *(When you point to the line, the cursor becomes a 4-way arrow.)*



- Click to select the line.
- Click on the Line Style icon on the Drawing Toolbar and select size—2 1/4.

TO CREATE LINE BORDER BELOW APPROPRIATE CELLS:

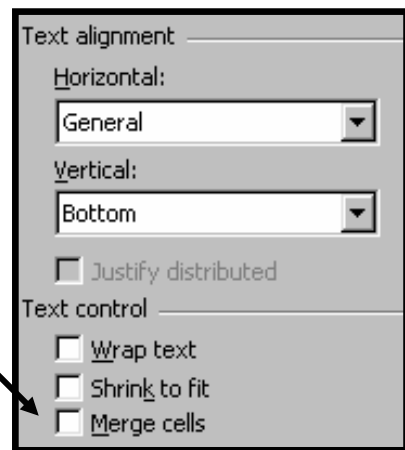
- Click in A4 and drag across and down to select range of cells A4:E18.
- Right click inside selected range of cells.
- Click on **FORMAT CELLS > BORDER**.
- Click to select the first solid line on the right *(just above the bold solid line)*.
- Click on the center of the diagram to create a solid horizontal gridline between each selected cell.
- Click OK or press ENTER to accept this change.



- Repeat the above five steps for the following ranges of cells:
 A21:E30
 G4:K11
 G14:K20
 G23:K30

TO MERGE CELLS:

- Click in A1 and drag across to select the range of cells A1:D1.
- Right click inside selected range of cells.
- Click on **FORMAT CELLS > ALIGNMENT > MERGE CELLS**, and OK to accept format change.



To Merge Remaining Cells at one time:

- Click in A2 and drag across to select the range of cells A2:E2.
- Depress and hold down the CTRL key while you select the remaining ranges of cells as listed:

A3:D3	A4:D4	A5:D5	A6:D6	A7:D7	A8:D8
A9:D9	A10:D10	A11:D11	A12:D12	A13:D13	A14:D14
A15:D15	A16:D16	A17:D17	A18:D18		

- Right click inside a selected range of cells.
- Click on **FORMAT CELLS > ALIGNMENT > MERGE CELLS**, and OK.
 - Click in A20 and drag across to select the range of cells A20:E20.
 - Depress and hold down the CTRL key while you select the remaining ranges of cells as listed:

A21:E21	A22:E22	A23:E23	A24:E24	A25:E25
A26:E26	A27:E27	A28:E28	A29:E29	A30:E30

- Right click inside a selected range of cells.
- Click on **FORMAT CELLS > ALIGNMENT > MERGE CELLS**, and OK.

- Click in G1 and drag across to select the range of cells G1:K1.
- Depress and hold down the CTRL key while you select the remaining ranges of cells as listed:

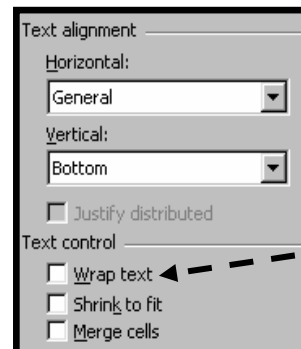
G2:K2	G3:K3	H4:I4	J4:K4	H5:K5	H6:I6
J6:K6	H7:K7	H8:I8	J8:K8	H9:K9	H10:I10
J10:K10	H11:K11				
- Right click inside a selected range of cells.
- Click on FORMAT CELLS > ALIGNMENT > MERGE CELLS, and OK.
 - Click in G13 and drag across to select the range of cells G13:K13.
 - Depress and hold down the CTRL key while you select the remaining ranges of cells as listed:

G14:K14	G15:K15	G16:K16	G17:K17
G18:K18	G19:K19	G20:K20	
 - Right click inside a selected range of cells.
 - Click on FORMAT CELLS > ALIGNMENT > MERGE CELLS, and OK.
- Click in G22 and drag across to select the range of cells G22:K22.
- Depress and hold down the CTRL key while you select the remaining ranges of cells as listed:

G23:K23	G24:K24	G25:K25	G26:K26
G27:K27	G28:K28	G29:K29	G30:K30
- Right click inside a selected range of cells.
- Click on FORMAT CELLS > ALIGNMENT > MERGE CELLS, and OK.

TO FORMAT CELLS TO WRAP TEXT:

- Click in cell G4.
- Depress and hold down the CTRL key while you select the following cells:
G6 G8 G10.
- Right click inside a selected cell.
- Click on FORMAT CELLS > ALIGNMENT > WRAP TEXT, and OK.



- Anchor cursor in G4 and key Name and Number: (initial caps).
- Repeat in cells G6, G8, and G10.

- Select cells G4, G6, G8, and G10 and format to **BOLD** and change FONT SIZE to 8 point. (*Remember to depress and hold CTRL key!*)

- Anchor cursor in G5 and key RE: (ALL CAPS).
- Repeat in cells G7, G9, and G11.

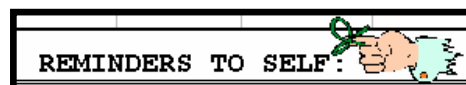
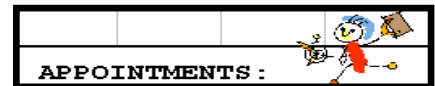
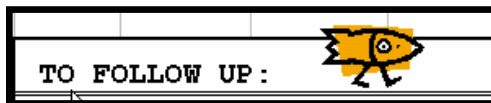
- Select cells G5, G7, G9, and G11 and format to **BOLD**, ALIGN RIGHT, and change FONT SIZE to 8 point.



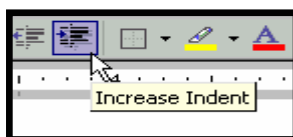
TO ADD CLIPART:

- Click on Insert Menu > Picture > Clip Art...

- Select appropriate clip art to place in Section Heading areas: **TASK—APPOINTMENTS—TO PHONE—TO FOLLOW UP—REMINDERS TO SELF.**



- Clip art will need to be resized for an approximate fit within section heading areas.



- If clip art is placed on the left, the section heading can be moved to the right using the Increase Indent button located on the Formatting Toolbar.