**MS Excel 2013 Lab One**

**Items covered in this Lab**

* Create a Blank Workbook
* Save a Workbook
* Modify an Excel Spreadsheet
* Enter Text Values in Excel Cells
* Merge and Center Text
* Apply Styles
* Create Basic Formulas

**Instructions**

1. Create a **Blank workbook**
2. Save the Workbook as **ExcelLabOne.xlsx** in Document > MSExcelLabs folder
3. Type "**Working with Excel Math**" in cell A1
4. **Merge and Center** the text in cell A1 to the range **A1:E1**
5. Apply **Title** style to the range **A1:E1**
6. Type **Addition** in cell **A2**
7. Type **Subtraction** in cell **A3**
8. Type **Multiplication** in cell **A4**
9. Type **Division** in cell **A5**
10. **Auto**-**fit** the contents in column **A**
11. **Insert** a row above **row #2**
12. Type “**Basic Math”** in cell **A2**
13. **Merge and Center** the text in cell A2 to the range **A2:E2**
14. Apply **Heading** **4** to the range **A2:E2**
15. Apply the **Calculation** Style to the range **A3:A6**
16. Type **= 4 + 6 / 2** in cell **B3 then type = (4 + 6) / 2 in cell D3**
17. Type **= 6 – 6 \* 2** in cell **B4 then type = (6 – 6) \* 2 in cell D4**
18. Type **= 2 \* 2 + 6** in cell **B5 then type = (2 \* 2) + 6 in cell D5**
19. Type **= 9 / 3 + 4** in cell **B6 then type = ( 9 / 3 ) + 4 in cell D6**
20. Press **Ctrl + ~** then press **Ctrl + ~** again
21. Save and upload **ExcelLabOne.xlsx** via Blackboard

*Here is a Sample Solution*





