

Microsoft EXCEL

Module 2 - Workbooks & Worksheets

Module 2 Exercises

Inside the Module 2 folder there is an Excel file called 'Excel Exercise Module 2'. Please use this file to complete the following Exercises.

- 1. Open the Excel Exercise Module 2 file.
- 2. Zoom in to 200%.
- 3. Widen Column A so that the text is visible.
- 4. Enter the following text into Cells A2, A3, A4 and A5:-

North South East West

- 5. Enter the following numbers into Cells B2, B3, B4 and B5:-
 - 100 90 54 72
- 6. Change the text in Cell A1 from 'Points' to 'Compass Points'.
- 7. Change the text in Cell B1 from 'Value' to 'Degrees'.
- 8. Save the file to the Desktop with the filename 'Cardinal Points'.

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