

# Lesson 4.8

Unit 4: Working with Numbers & Formulas

## Final Exam Schedule

*Auto Formatting Date and Time*

### New Skills

- Formatting Date
- Formatting Time

### Lesson Overview

The Final Exam Schedule has been finalized. You have been asked to come up with a creative format for the schedule and to help distribute the schedule to all students and faculty. The schedule also needs to be posted in all classrooms.

*In this lesson, you will create a new worksheet containing an exam schedule and apply date and time formats to that schedule.*

### Tools & Terms You'll Use

Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.



#### Long Date

Saturday, January 00, 1900



#### Time

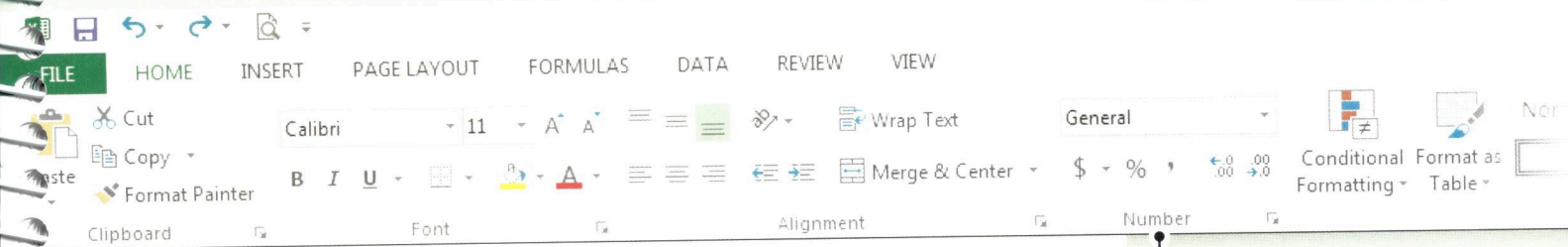
9:00:00 AM

#### Format Date:

Use this icon to choose the date format for your cells.

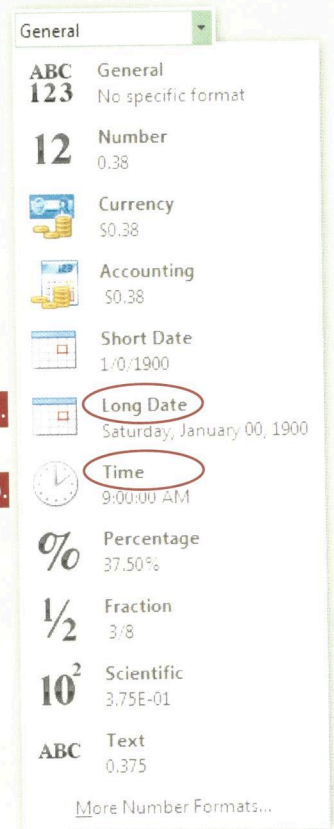
#### Format Time:

Use this icon to choose the time format for your cells.



## Instructions

1. Using Microsoft Excel 2013, create a new Blank workbook.
2. Save the file as *4.8 Final Exam Schedule* in your **My Excel Projects** folder.
3. Key the data as shown in *4.8 Source Doc. A*.  
 Ⓜ *Note: Unless otherwise noted, resize the column widths to fit cell contents.*
4. Make the following formatting changes:
  - a. Merge and center cells A1 through D1
  - b. Change the font size of row 1 to 18
  - c. Insert a blank row above row 6
  - d. Insert a blank row above row 9
  - e. Insert a blank row above row 12
  - f. Change the font size of row 3 to 14, and bold and italicize
  - g. Right align cells B3 through D14
  - h. Center align column A
  - i. Shade rows 4, 7, 10, and 13 gray
  - j. Apply All Borders to cells A3 through D14
5. From the **HOME** tab, **Number** group, **Number Format** drop-down, do the following:
  - a. Apply the **Long Date** format to column A  
 Ⓜ *Note: If data displays as #####, resize the column width so that the data displays appropriately.*
  - b. Apply the **Time** format to columns B and C
6. Proofread your work for accuracy and format, then resave the file.
7. Select all cells containing data, set the print area, and Print Preview your worksheet.
8. Your worksheet should look similar to *4.8 Source Doc. B*.
9. Print a copy if required.





4.8 Source Doc. A

	A	B	C	D
1	Final Exam Schedule			
2				
3	Date	Start Time	End Time	Period
4	2-Jun	7:30	9:00	1
5	2-Jun	9:30	11:00	2
6	3-Jun	7:30	9:00	3
7	3-Jun	9:30	11:00	4
8	4-Jun	7:30	9:00	5
9	4-Jun	9:30	11:00	6
10	5-Jun	7:30	9:00	Make Up
11	5-Jun	9:30	11:00	Make Up



4.8 Source Doc.B

### Final Exam Schedule

<i>Date</i>	<i>Start Time</i>	<i>End Time</i>	<i>Period</i>
Monday, June 02, 2014	7:30:00 AM	9:00:00 AM	1
Monday, June 02, 2014	9:30:00 AM	11:00:00 AM	2
Tuesday, June 03, 2014	7:30:00 AM	9:00:00 AM	3
Tuesday, June 03, 2014	9:30:00 AM	11:00:00 AM	4
Wednesday, June 04, 2014	7:30:00 AM	9:00:00 AM	5
Wednesday, June 04, 2014	9:30:00 AM	11:00:00 AM	6
Thursday, June 05, 2014	7:30:00 AM	9:00:00 AM	Make Up
Thursday, June 05, 2014	9:30:00 AM	11:00:00 AM	Make Up