

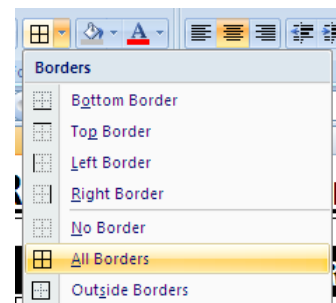


Coaster Corporation

Excel – Part 2

Objective: Format text in an Excel document to give a document a more appealing look.

1. Open our 'CoasterCorp.xlsx' workbook
2. Drag to Highlight the first 4 cells in Row 1 (Row 1, Columns A-D). Go to Home => Alignment => Merge and Center. This will combine the cells necessary to center the Title at the top.
3. Highlight 'Ride Theme Information'. Change the font size to 26.
4. Highlight all the text in Row 3 (the column titles for our data). Change the font to Italics, size 20.
5. Highlight all of your data (Rows 4-28, Columns A-D). Change the font size to 14.
6. Highlight all your data + titles in Columns A&B (Rows 3-28, Column A&B). Change the alignment to 'Center'.
7. Highlight all your data + title in Column C (Rows 3-28). Change the alignment to 'Right'. Also, go to Home => Number, and select 'Currency' from the drop down box.
8. Highlight all your data + title in Column D (Rows 3-28). Change the alignment to 'Right'.
9. Highlight all the text in Row 3 (the column titles for our data). Go to Home => Font => Fill Color, and select Black. This will change the background color of this row to black. With your Row 3 still selected, go to Home => Font => Font Color, and select White.
10. Highlight every other row, and change the fill color  of these cells to a grey color.
11. Highlight all your cells. Click on Borders => All Borders to add a border to around every cell



	A	B	C	D
1	<u>Ride Theme Information</u>			
2				
3	<i>Ride Name</i>	<i>Manufacturer</i>	<i>Ride Price</i>	<i>Ride Style</i>
4	Breakdance	HUSS Rides	\$200,000.00	Retro
5	Chaos	Chance Rides	\$250,000.00	Space
6	Enterprise	HUSS Rides	\$250,000.00	Space
7	Gravitron	Wisdom Rides	\$300,000.00	Western
8	Hurricane	Dartron Industries	\$250,000.00	Tropical
9	Kamikaze	Far Fabbri & Sartori	\$200,000.00	Retro
10	Miami	Flying Carpet Rides	\$150,000.00	Tropical
11	Octopus	Eyerly Inc.	\$175,000.00	Tropical
12	Pirate	HUSS Rides	\$175,000.00	Tropical
13	Radar	Chance Rides	\$225,000.00	Retro
14	Rainbow	HUSS Rides	\$150,000.00	Tropical
15	Ranger	HUSS Rides	\$125,000.00	Retro
16	Rok n Rol	Allan Hershel Manf. Co.	\$175,000.00	Retro
17	Rotor	Anton Schwartkopf	\$100,000.00	Space
18	Roundup	Frank Hrubetz, USA	\$175,000.00	Western
19	Scrambler	Eli Bridge Company	\$100,000.00	Western
20	SuperLoop	Larson International	\$125,000.00	Western
21	Tilt-a-Whirl	Herbert Sellner	\$150,000.00	Retro
22	Tower of Terror	Intamin AG	\$125,000.00	Retro
23	Trioka	HUSS Rides	\$150,000.00	Retro
24	Turbo	Chance Rides	\$125,000.00	Space
25	UFO	HUSS Rides	\$150,000.00	Space
26	Wave Swinger	Zierer	\$200,000.00	Retro
27	WipeOut	Vekoma	\$350,000.00	Space
28	Zipper	Chance Rides	\$75,000.00	Western