Excel Surprise Picture 1

1. Open a Microsoft Excel document
2. Format cells:
3. **Click** and hold the button down in Cell A1 **and Drag** to Cell M20 (20R x 13C)
4. **Click** on “Format” in the Cells section of the Home Tab and choose **Column Width…**
5. Change **Column width:** to **5** and click **OK**
6. **Click** on “Format” in the Cells section of the Home Tab and choose **Row Height…**
7. Change **Row height:** to **30** and click **OK**
8. Fill in the cells below with the designated Color:

**Red**: C13, D13, J13, K13, C14, D14, J14, K14

**Green**: E11, I11

**Blue**: C5, K5, E7, I7, D8, J8

**Yellow**: B4, C4, D4, J4, K4, L4, A5, B5, D5, E5, I5, J5, L5, M5, A6, B6, C6, D6, E6, F6, H6, I6, J6, K6, L6, M6, A7, B7, C7, D7, F7, H7, J7, K7, L7, M7, B8, C8, E8, F8, H8, I8, K8, L8, C9, D9, E9, F9, H9, I9, J9, K9

**Orange**: D10, E10, F10, H10, I10, J10, C11, D11, F11, H11, J11, K11, B12, C12, D12, E12, F12, H12, I12, J12, K12, L12, B13, E13, F13, H13, I13, L13, B14, E14, F14, H14, I14, L14, C15, D15, E15, I15, J15, K15

**Black**: G6, G7, G8, G9, G10, G11, G12, G13

1. Type your first & last name in E18.