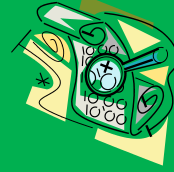


## Creating a Basic Excel Workbook: “My Favorites” project

Create **two** top ten lists –each list being a worksheet in a workbook. Examples include: Top Ten Movies, Top Ten Music, Top Ten Cars, Top Ten Vacation Spots, Top Ten Books, etc. Review the teacher example for help.



**The Workbook must include the following:**

1. A title for each worksheet. Save the entire Workbook as “My Favorites.”
2. Each worksheet must have at least 4 columns, with one of the columns formatted currency
3. Three of the four headings (above the columns) should be formatted angle counterclockwise and bolded
4. Merge and center the title over the columns, use a fill that’s an appropriate color, the font should be bolded and size 16
5. Format height of title to 34.5
6. Use a theme to format a style for each worksheet
7. Auto fit each column, left align data in each column
8. Add “all borders” for the cells with data
9. Print in landscape orientation
10. Save as a PDF, and post it on your Yola website on the “About Me” webpage.

**Points Available: 100**