

Contact Address List

Project Overview:

You will develop a workbook detailing the information in the project below.

Directions:

1. Open a new, blank Microsoft® Excel® workbook. This workbook will be used to complete the tasks detailed in the project.
2. Once you have the new workbook open, save the workbook as Your Name - Contact Address List. For example, if your name is Whitney Huang the file would be named Whitney Huang - Contact Address List.
3. Change the worksheet name to Contacts.
4. Merge cells A1 through H1.
5. Change the cell fill color to Blue, Accent 5.
6. Change the font in the cell to be Arial, 14-point, bold, white font and enter the text Contact Address List.
7. In cells A2 through H2, enter the following in the cells, from left to right:
 - First Name
 - Last Name
 - Company
 - Address
 - City
 - State
 - Zip Code
 - Phone Number
8. Center the text in cells A2 through H2 and make the font bold.
9. Change the fill color of cells A2 through H2 to Blue, Accent 1, Lighter 80%.

Contact Address List

10 Enter the following information in the cells beneath the headers created:

Meggie	Mitchum	Element Marketing Firm	123 Mol Alley	Atomsville	YS	57985	555-777-1100
Seely	Montenegro	Bunsen Catering	545 Polar Place	Atomsville	YS	57985	555-777-8965
Calvin	Davis	Avogadro's	333 Atomic Way	Atomsville	YS	57985	555-777-4762
Jamaal	Lewis	Origin	256 Halogen Way	Atomsville	YS	57985	555-777-5541
Adam	Leibowitz	Atomsville Police Department	311 Mol Alley	Atomsville	YS	57985	555-777-4123
Robert	Vasquez	Dan Neil Automotive	855 Polar Place	Atomsville	YS	57985	555-777-6135
India	Nadal	Eddison Electric	783 Atomic Way	Atomsville	YS	57985	555-777-6435
Simone	Raisman	Permeability Salon & Day Spa	945 Polar Place	Atomsville	YS	57985	555-777-8477
Kiera	Watts	Spectrum	773 Atomic Way	Atomsville	YS	57985	555-777-6325
Brennan	O'Neil	Optimum Electronics	256 Halogen Way	Atomsville	YS	57985	555-777-4259

11. Resize the columns to fit the contents of the cells.

12. Save the file and submit it to your instructor.

To see a sample of how your file should look, see the example below. Keep in mind this file has been edited and will appear smaller than a real spreadsheet.

	A	B	C	D	E	F	G	H
1	Contact Address List							
2	First Name	Last Name	Company	Address	City	State	Zip Code	Phone Number
3	Meggie	Mitchum	Element Marketing Firm	123 Mol Alley	Atomsville	YS	57985	555-777-1100
4	Seely	Montenegro	Bunsen Catering	545 Polar Place	Atomsville	YS	57985	555-777-8965
5	Calvin	Davis	Avogadro's	333 Atomic Way	Atomsville	YS	57985	555-777-4762
6	Jamaal	Lewis	Origin	256 Halogen Way	Atomsville	YS	57985	555-777-5541
7	Adam	Leibowitz	Atomsville Police Department	311 Mol Alley	Atomsville	YS	57985	555-777-4123
8	Robert	Vasquez	Dan Neil Automotive	855 Polar Place	Atomsville	YS	57985	555-777-6135
9	India	Nadal	Eddison Electric	783 Atomic Way	Atomsville	YS	57985	555-777-6435
10	Simone	Raisman	Permeability Salon & Day Spa	945 Polar Place	Atomsville	YS	57985	555-777-8477
11	Kiera	Watts	Spectrum	773 Atomic Way	Atomsville	YS	57985	555-777-6325
12	Brennan	O'Neil	Optimum Electronics	256 Halogen Way	Atomsville	YS	57985	555-777-4259

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Rubric

Description	Points	Your Score
The submitted file is correctly named. (Student Name - Contact Address List)	5	
The worksheet has been renamed to Contacts.	5	
Cells A1 through H1 have been merged and the cell fill color has been changed.	10	
The font of the merged cell is Arial, 14-point, bold, white font and the cell contains the text Contact Address List.	15	
The correct information appears in cells A2 through H2 and the font in the cells is bolded.	15	
The fill color of cells A2 through H2 is Blue, Accent 1, Lighter 80%.	15	
The information from the table in the project has been correctly entered in the worksheet.	20	
The columns of the worksheet fit the contents of the cells.	15	
Total Points	100	