

Accounting 1
MS Excel Assignment II
Aloha High School
Mr. Mikos

For this assignment you will create a spreadsheet that shows the distance of the planets from the Sun. Some of the numbers are too large to fit in the columns. You will need to adjust the column width to properly display these numbers.

Part 1

- Open MS Excel and create a new workbook titled **DistanceFromSun1**
- It should be saved in your Excel – Practice folder in your Dropbox drive.
- Enter the following data into the appropriate cells of your worksheet.
- Start in cell A1.

Cell A1 = The Planets:	Cell B1 = Distance form the Sun (millions of miles):
Cell A2 = Mercury	Cell B2 = 36000000
Cell A3 = Venus	Cell B3 = 67000000
Cell A4 = Earth	Cell B4 = 93000000
Cell A5 = Mars	Cell B5 = 141000000
Cell A6 = Jupiter	Cell B6 = 484000000
Cell A7 = Saturn	Cell B7 = 888000000
Cell A8 = Uranus	Cell B8 = 1786000000
Cell A9 = Neptune	Cell B9 = 2799000000
Cell A10 = Pluto	Cell B10 = 3666000000

- Format the Text of cell A1 and B1 only, to:
 - Times New Roman
 - Text size:16
 - Center, Bold & Underline
- Change the Text size of cells A2 through A10 and B2 through B10 to 14

You might notice that the numbers are too big to properly fit in the cells in column B. You can adjust the column widths by:

- Moving the mouse pointer over the edge of the column heading (between 2 columns)
- When the pointer turns into a double sided arrow, left click and drag left or right.
- Using the same technique, adjust the height of the row heading to fit the new text size.

Part 2

- Format the values in range B2:B10 into **comma format** with no decimal places
- In cell A11, enter the word 'Average' and find the average number of miles from the Sun in cell B11.
- Format the data in cells A11 and B11 to match the cells directly above.

Please show Mr. Mikos when finished...