EXCEL PROJECT 8: Formatting a Ferry Schedule

Objectives Practiced

▶ Unfreeze panes.

▶ Insert and delete rows.

▶ Apply the Time format.

▶ Rename a worksheet.

Jody and Lucas operate a bed and breakfast in Bremerton, Washington, which is a short ferry ride from Seattle. For the convenience of the guests, they post a ferry schedule each season, which they create and update in an Excel worksheet.

1. Open **EX Project 8.xlsx** from the folder containing your data files, and save it as **Ferry Times *XXX*.xlsx** (replace *XXX* with your initials).

2. Unfreeze the pane above row 2.

3. Insert two new rows after row 1.

4. In cell A2, enter **Summer Schedule**.

5. Delete rows 10 and 11.

6. Format cells A5:D8 with the Time format displaying the hours, minutes, and AM/PM (i.e., 6:00 AM).

7. Use the Format Painter to copy the formatting from cells A5:D8 to cells A12:D15.

8. Format all the AM times so they appear in the Red font color.

9. In cell A18, enter **Crossing Time: Approximately 60 minutes**.

10. Rename the sheet **Summer 2013**.

11. Save and close the workbook, then exit Excel.

Critical Thinking

Open the **Ferry Times *XXX*.xlsx** file. Format the worksheet attractively by applying an appropriate theme or table style so that it can be printed and posted for the bed and breakfast guests. Save and close the worksheet.