Math 166 Honors Lab 1
About You

The purpose of this lab is for you to let me know about yourself as well as to help you become more familiar with Excel and what it can do.

Important Note: If you do NOT know how to do something in Excel, first try the Help feature. I have learned a lot from this, and you can too.

1. Open up Excel.
2. Type “Put Picture Here” in cell A1.
3. Merge and center this text in cells A1-D4. (A 4 x 4 set of cells)
4. Center this text vertically in the merged cell.
5. Type your name in cell E1. Change the alignment to left if necessary.
6. Type “Signature:” in cell E2.
7. Type your major in cell E3.
8. Adjust the width of column E so that everything fits and so that you would have room in E2 to sign your name.
9. In cell E4, type “I’m enrolled in:” and then list each of your courses on a separate line in this same cell. (You will need to put a line break after “I'm enrolled in:” and after each course. You cannot just press “Enter” to create a line break as this will move you down to the next cell. Use the Excel Help feature to find out how to create a “line break” in a cell.)
10. Adjust the heights of rows 1-4 so that everything looks nice and so that you have room for a picture.
11. Type your professional aspirations or career goals in A5.
12. Type what your last math class was and where you took it in A6.
13. Type your feelings about math in A7.
14. Type your hometown in A8.
15. Type a unique fact about yourself and/or something you want me to know about yourself in A9.
17. Change the formatting of rows 5-9 so that the text will automatically wrap if its too long (may not be necessary) and then adjust the heights of rows 5-9 if necessary so that you can see everything you've typed.
19. Type the following in E10: “An Aggie does not lie, cheat, or steal, or tolerate those who do. My signature above indicates that I agree to abide by the Aggie Honor Code.”
20. Make the text in E10 automatically wrap from line-to-line without further changing the column width. (If you don't know how, type “wrap text” in the Excel Help feature.)
21. Center the text in A10-D10 vertically.
22. Highlight cells A1-E10 and apply “All Borders” to this region. (You should see outlines of the cells now.)
23. Using only cells A15-E20, create a table like the one shown on the bottom of the output page. Make sure cells are merged and text is aligned the same way as in the table.
24. Highlight cells A15-E20 and apply “All Borders” to this region.
25. Go to Page Layout. Under margins, use Custom Margins and select “Center on Page Horizontally.”
26. Go to Print Preview. (One way to do this is to click the Windows icon, hover your mouse over “Print” and click on Print Preview to the right.) If your page looks similar to mine, print it.
27. Once you have printed it, put a picture of yourself in the appropriate spot, or you can just draw or use a picture that illustrates something about you. If you don't have enough room for your picture, adjust as needed in Excel. You will turn this in next Wednesday.
28. Also email me your Excel file. (baurispa@math.tamu.edu). Name your file: HonorsLab1_yourlastname