

Top 10 Movies

1. Using Microsoft Excel open a new spreadsheet
2. Save As Movie List
3. Key the data as it appears below (Use Auto Fill to insert Rank 1-11)

	A	B	C	D
1	Top 10 Most Requested Movies at the Reel Hub			
2				
3	Rank	Movie	Director	Genre
4	1	Pirates of the Caribbean: On Stranger Tides	Rob Marshall	Action/Adventure
5	2	Fast Five	Justin Lin	Action/Adventure
6	3	Thor	Kenneth Branagh	Action/Adventure
7	4	Something Borrowed	Luke Greenfield	Romance
8	5	Rio	Mike Posner	Animation
9	6	Mechanic	Simon West	Action/Adventure
10	7	The Dilemma	Ron Howard	Comedy
11	8	The Green Hornet	Michel Condry	Action/Adventure
12	9	No Strings Attached	Iven Reitman	Comedy
13	10	Justin Bieber: Never Say Never	Jon M. Chu	Documentary
14	11	Super 8	JJ Abrams	Sci-Fi

4. Change the font style in row 1 to Elephant size 24 pt.
5. Use AutoFit in columns b through D to adjust the width of the columns so that the data fits appropriately.
6. Insert a column between Director and Genre and title it Length. Key the following movie lengths.

Length

2:17

2:10

1:54

1:43

1:57

2:08

1:49

2:18

2:01

1:52

1:57

7. Delete Row 11
8. Adjust the "Rank" column so that 9, 10, 11 are renumber 8, 9, and 10.
9. Left align all the data in cells A4 through E13.
10. Carefully proofread your work for accuracy
11. Resave the file
12. Set the print area to include all the cells containing data in the spreadsheet
13. Print Preview and adjust the Page Setup with the following changes
 - a. Paper orientation should be landscape
 - b. The center of the header should contain the text "THE REEL POPCORN PICKS" and your name
 - c. The sheet should show gridlines
 - d. The scaling should be set to fit to one page
14. Print a copy and turn in.