**Class Schedule Instructions**

1. Open a new Excel spreadsheet.
2. Enter your name in A1.
3. Enter “Semester 1” in B1.
4. Enter today’s date in C1.
5. Enter grade level in D1.
6. Enter the following information:
   1. 1st pd in A3
   2. 2nd pd in A4
   3. 3rd pd in A5
   4. 4th pd in A6
   5. 5th pd in A7
   6. 6th pd in A8
   7. 7th pd in A9
   8. 8th pd in A10
7. Enter the name of each of your classes in B3 – B10 to match the corresponding period.
8. Enter the name of your teacher for each of your classes in C3 – C10 to match corresponding class.
9. Enter the room number for each of your classes in D3 – D10 to match corresponding class.
10. Bold all period numbers.
11. Change color of each class name to a different color.
12. Italicize all teacher names.
13. Change the font size of room numbers to 14.
14. Adjust all column widths so that all information is visible.
15. Center class names within each cell.
16. Insert a row between row 2 and 3, so that you have 2 blank rows.
17. In that new row enter a column heading for each part of the schedule (Period, Class, Teacher, Room Number). Center, bold and underline these headings.