



Modifying Columns and Rows



In this activity, you will insert and modify columns and rows in a spreadsheet.

1. Start the spreadsheet program of your choice.
2. Create a new spreadsheet and name it **Mailing-[your first initial and last name]** (for example, Mailing-jsmith).
3. Select cells **A1** through **D1** and merge them.
4. Insert the text **Corporate Mailing** into your merged cells, **center-align** the text, and make it **bold**.
5. Change the fill color of your merged cells to **cyan**.
6. Insert the text **Company Name** into cell **A2**, and make the text **bold**.
7. Insert the text **Street Address** into cell **B2**, and make the text **bold**.
8. Insert the text **City, State** into cell **C2**, and make the text **bold**.
9. Insert the text **Phone Number** into cell **D2**, and make the text **bold**.
10. Change the format of cells **D2** through **D7** to **Number**.
11. **Center-align** the text in cells **A2** through **D2**.
12. Insert a new column between columns C and D.
13. Insert the text **Zip Code** into cell **D2**, and make the text **bold**.
14. Change the format of cells **D2** through **D7** to **Plain Text**.
15. Search the Internet to find the street address, city, ZIP code and phone number for five corporations of your choice.
16. Enter the address information in your spreadsheet.
17. Resize the columns as needed to show all information.
18. Sort your data **A → Z** according to company name.

Your completed spreadsheet should look similar to Figure A1-5.

	A	B	C	D	E
1	Corporate Mailing				
2	Company Name	Street Address	City	Zip Code	Phone Number
3	Apple Inc.	1 Infinite Loop	Cupertino, CA	95014	(408) 996-1010
4	Company B	3500 Skyline Bo	Tampa, FL	82485	(352) 585-9185
5	Company C	4200 Metro Park	Tempe, AZ	33454	(913) 897-6665
6	Company D	8080 Treeline Av	Boston, MA	45953	(635) 333-3535
7	Company E	1012 Palm Beac	Cleveland, OH	21895	(213) 555-9696

Figure A1-5: Completed spreadsheet with modified columns and rows

19. Close your spreadsheet.