EXERCISES

1. Create a new Excel file and save it under your name: <Name_Surname>_E1.xlsx. (for instance, Gruescu Andrei will save the file as: Gruescu_Andrei_E1.xlsx)

2. By default, the file displays three spreadsheets.
   a) Rename the first spreadsheet as Spreadsheet1;
   b) Delete the other spreadsheets;
   c) Color the Spreadsheet1 spreadsheet tab in blue, using the Tab Color option.

3. Set Excel, so that when you open a new book, a single spreadsheet will be displayed by default.

4. Hide, then display the Formulas Bar.

5. Insert a new spreadheet, labeled Series, and color its label in red.

6. In both spreadsheets, in cell A1, write Exercise1 using a single command.

7. In Spreadsheet1, on B2:B1000, write Student using a single command.

8. Use Move or Copy Sheet command to copy Spreadsheet1 in a new book, Temp1.

9. Go back to your book. In Series, use the Auto Fill button to write 7, in column B, starting from B2, over 10 cells.

10. Write Series 1 in cell C2. Use the Auto Fill button to write down on C column, Series 2, Series 3, ... Series 10.

11. Using, the Custom Lists option in the File Menu, create a custom list of ten surnames. Automatically, fill in this list, three times, on column D, starting from D2.

12. In column E, starting E2, fill in the series: 1,2, 3, ... 3000.

13. In column F, starting F2, fill in the series: 1, 7, 13 ….127, 133.

14. In column G, starting G2, fill in the series: 1,2, 4, 8, 16,..... 65536.

15. Set Excel so that, after pressing Enter key, selection moves on the next right cell of the current cell.

16. Set the printing Page Layout as follows:
   – Size: A4,
   – Orientation: Landscape,
   – Margins: top 2.5 cm; bottom 2.5 cm; left 2.5 cm; right 1.5 cm,
   – Header: 1,5 cm; Footer: 1,5 cm,
   – Text: horizontally centered,

On each page, you need to insert the following:
   – Header:
       o left: FEAA, Year I, S4,
       o center: your name and surname,
       o right: your group: FB or EAI.
   – Footer
       o left: date/time,
       o center: saving path (the location where you've saved your book),
       o right: page number / total number of pages.

Moreover:

   – Line 1 needs to be displayed on top of each page,
   – Column A needs to be displayed to the left of each page.