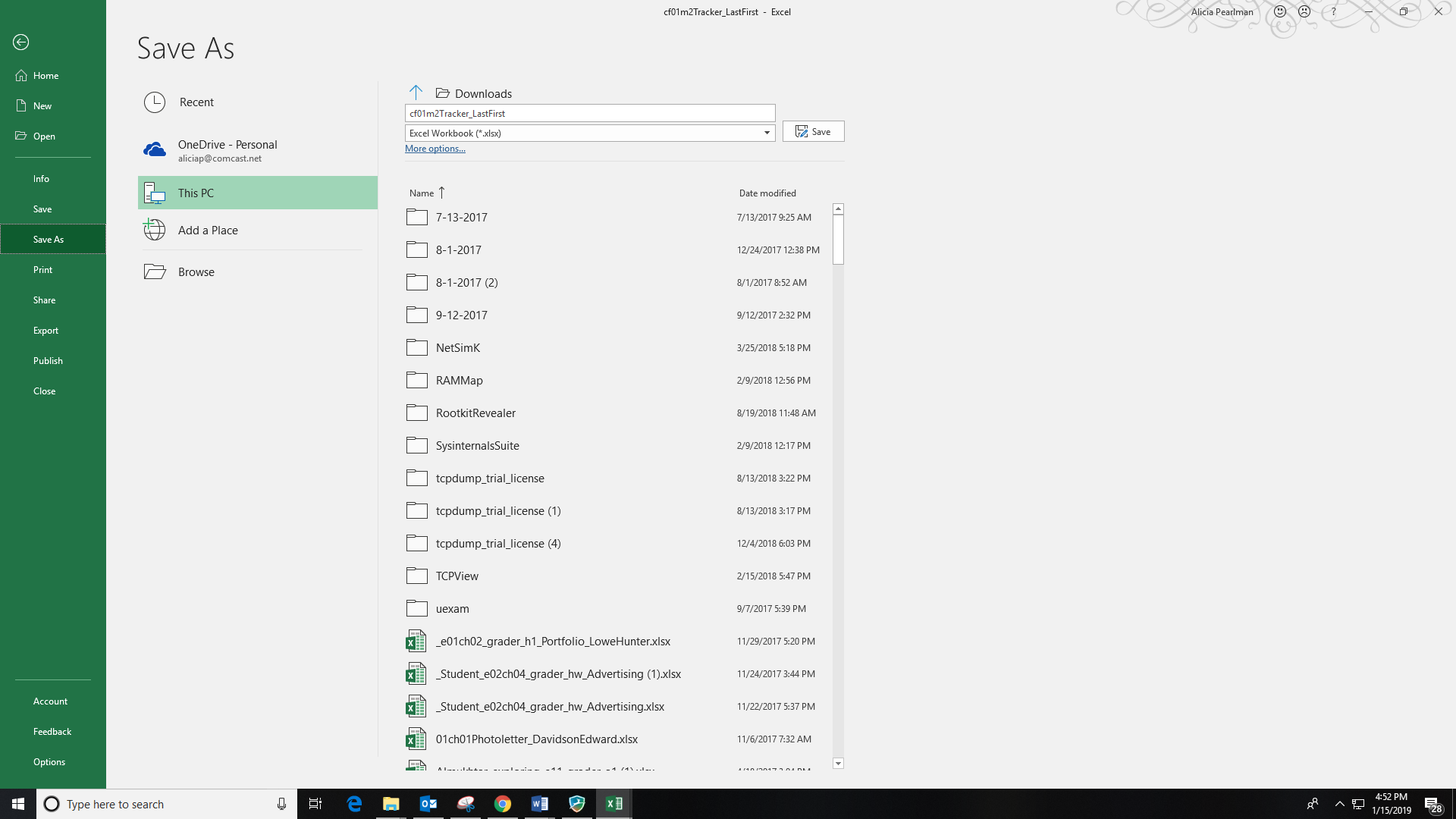
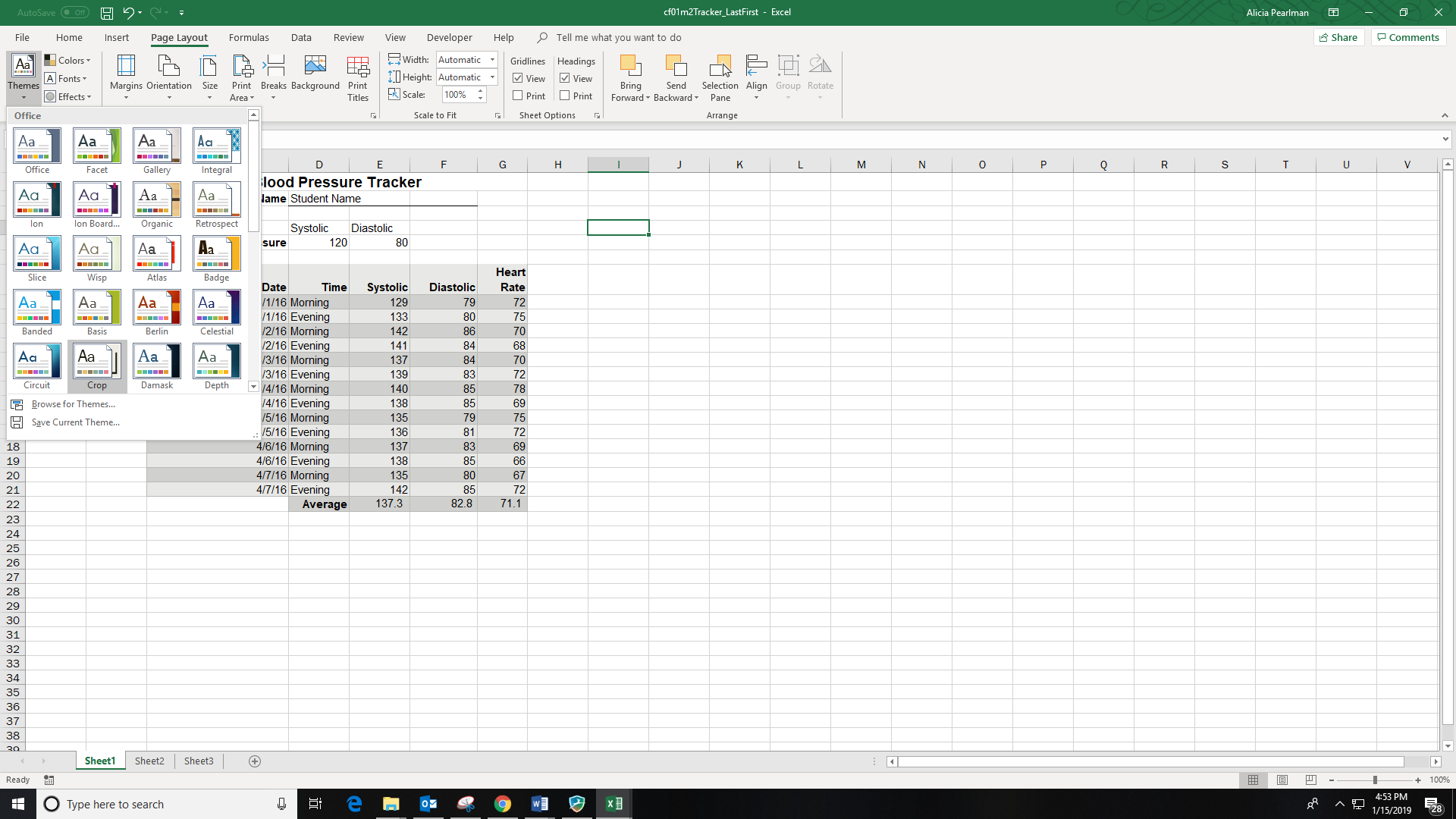
Exploring Office 2019 Common Features Chapter 1

cf01m2Tracker\_LastFirst



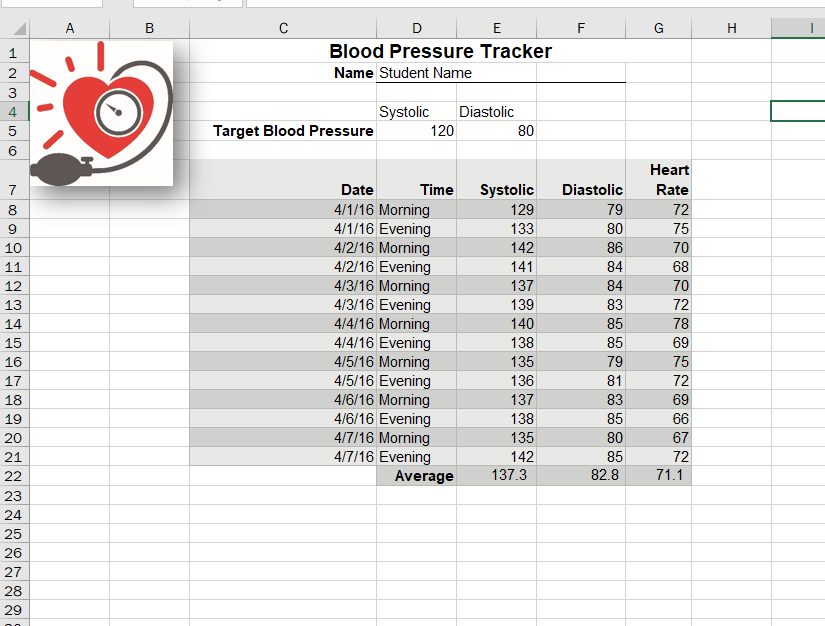
Save f01m2Tracker as f01m2Tracker\_LastFirst



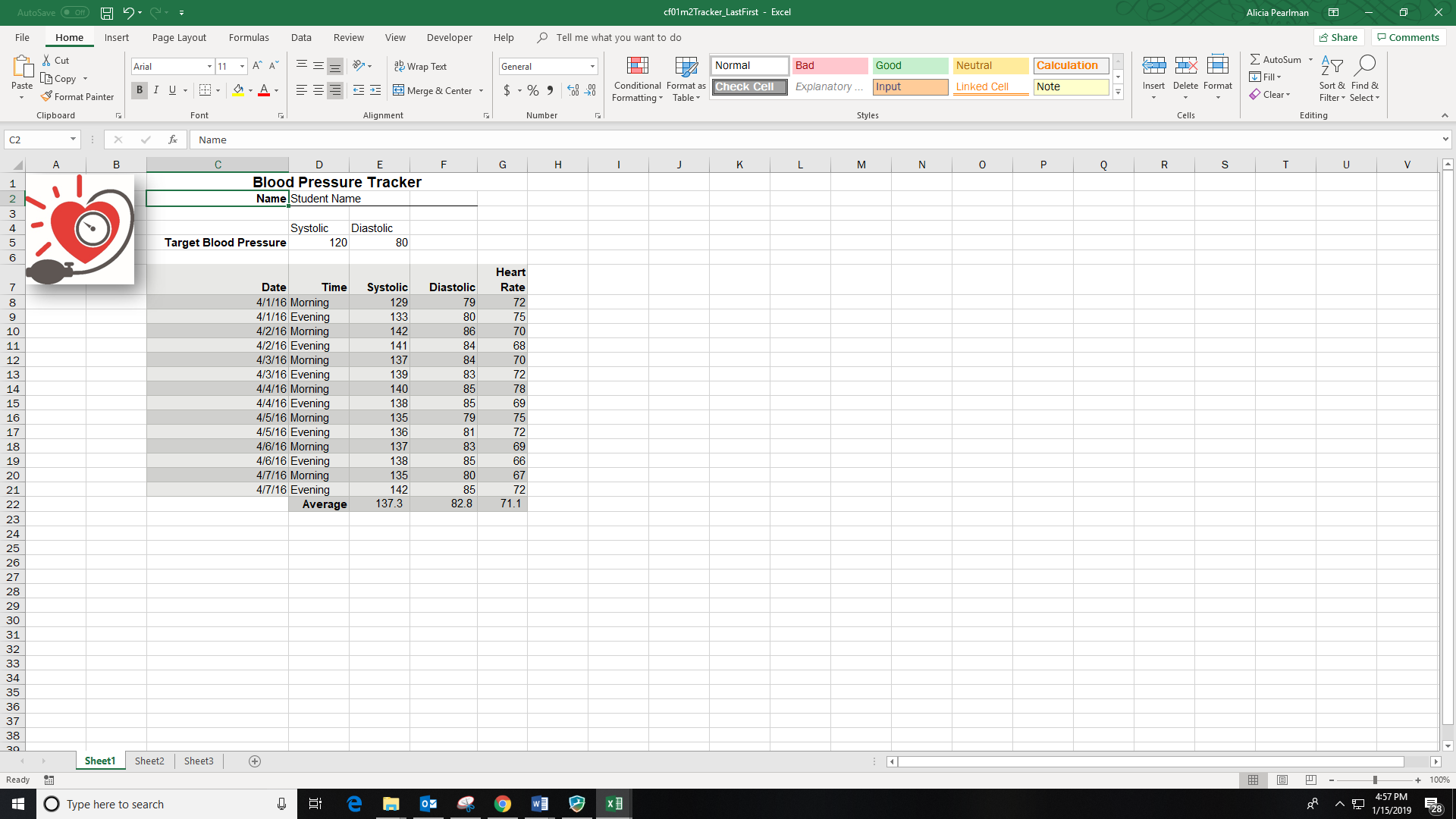
Change Theme to Crop

H1, I1, J1, and K1 moved to Cell C2

Student first and last name typed in cell D2



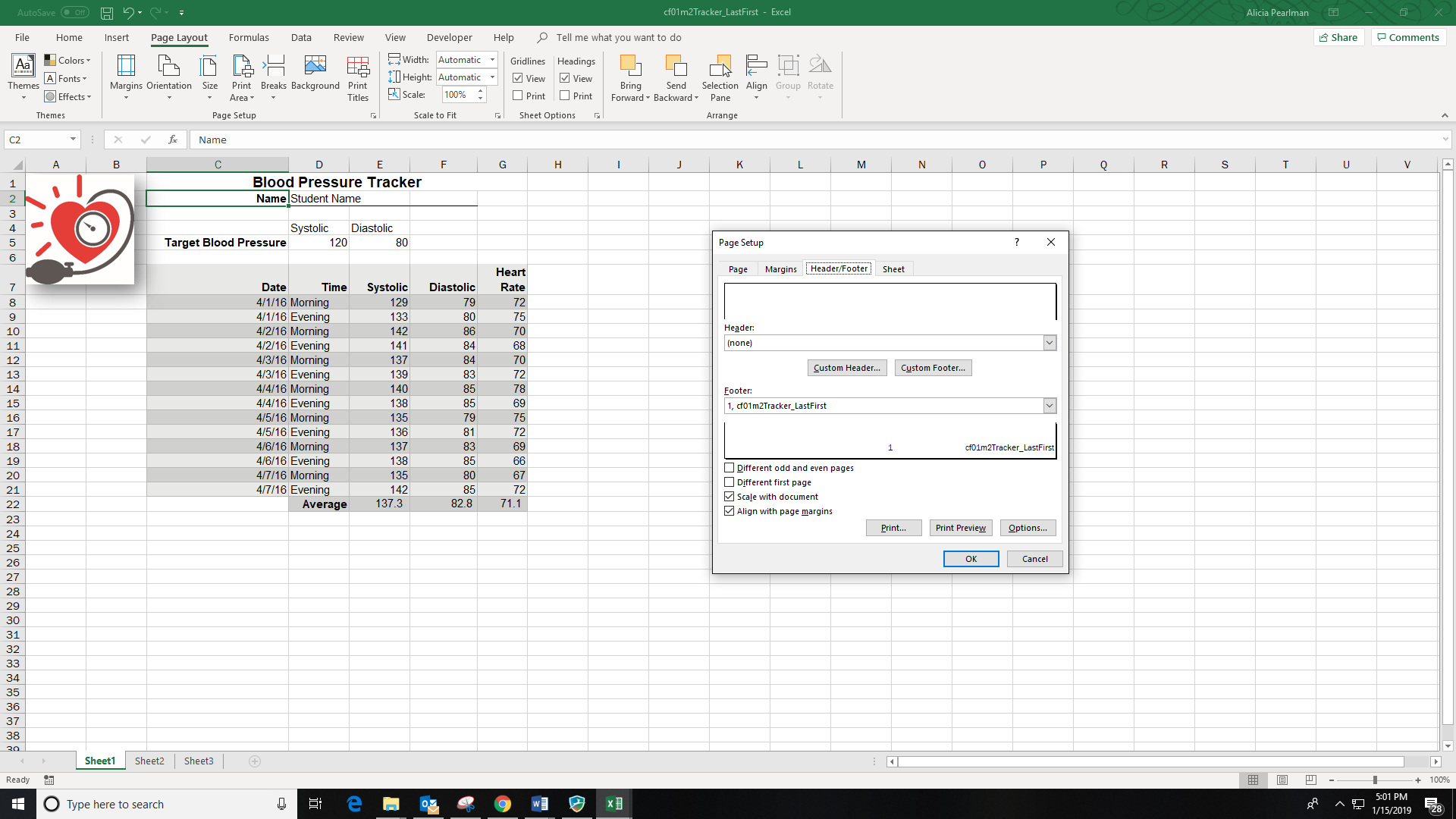
Increase decimal places to 1 for values in cells E22, F22, and G22



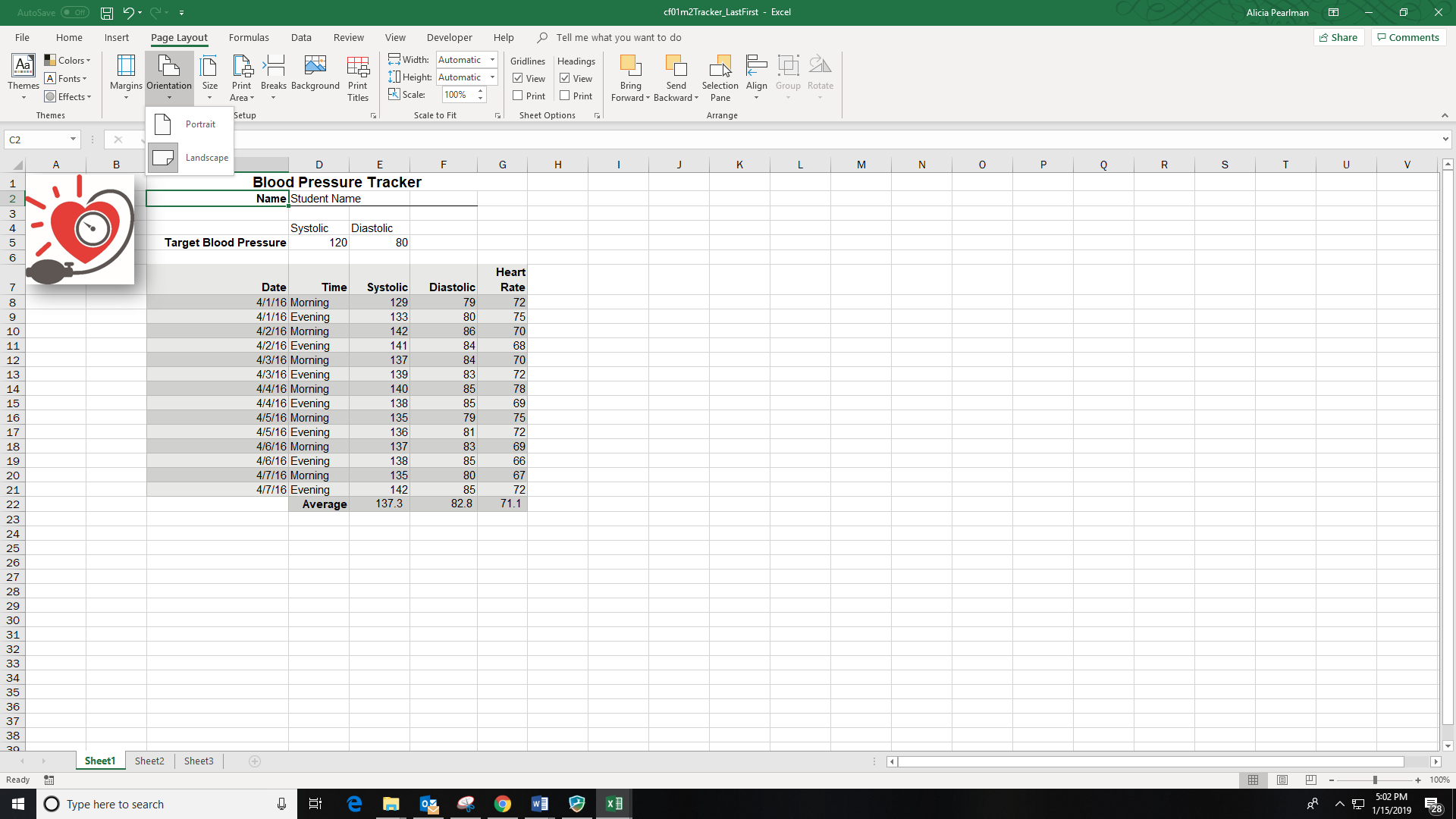
Insert an Online Picture in cell A1; resize and position the picture to display in an attractive manner; apply the Drop Shadow Rectangle picture effect to the image and set to 5 pt

Correct spelling errors

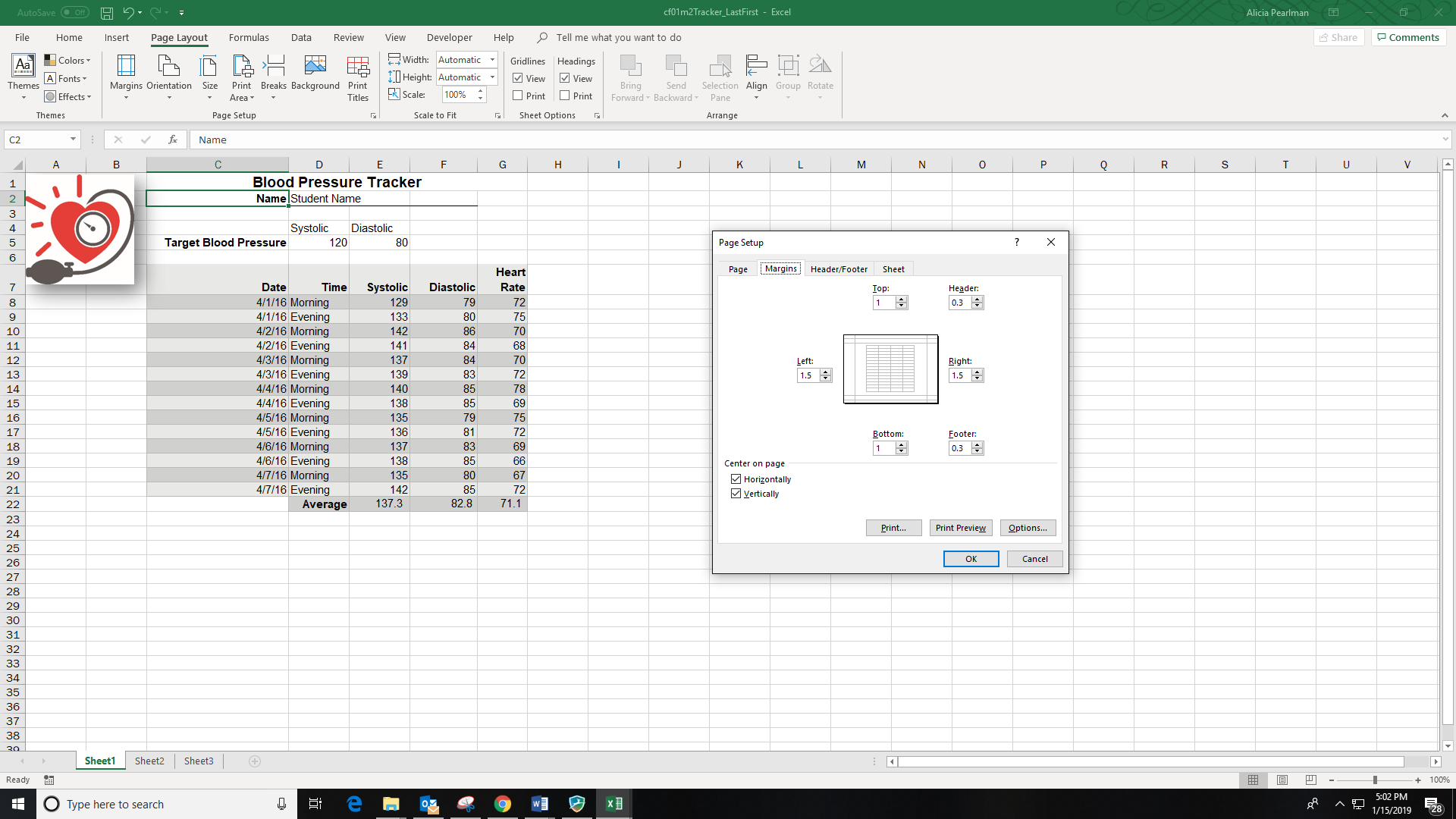
Change all font in Worksheet to Arial.



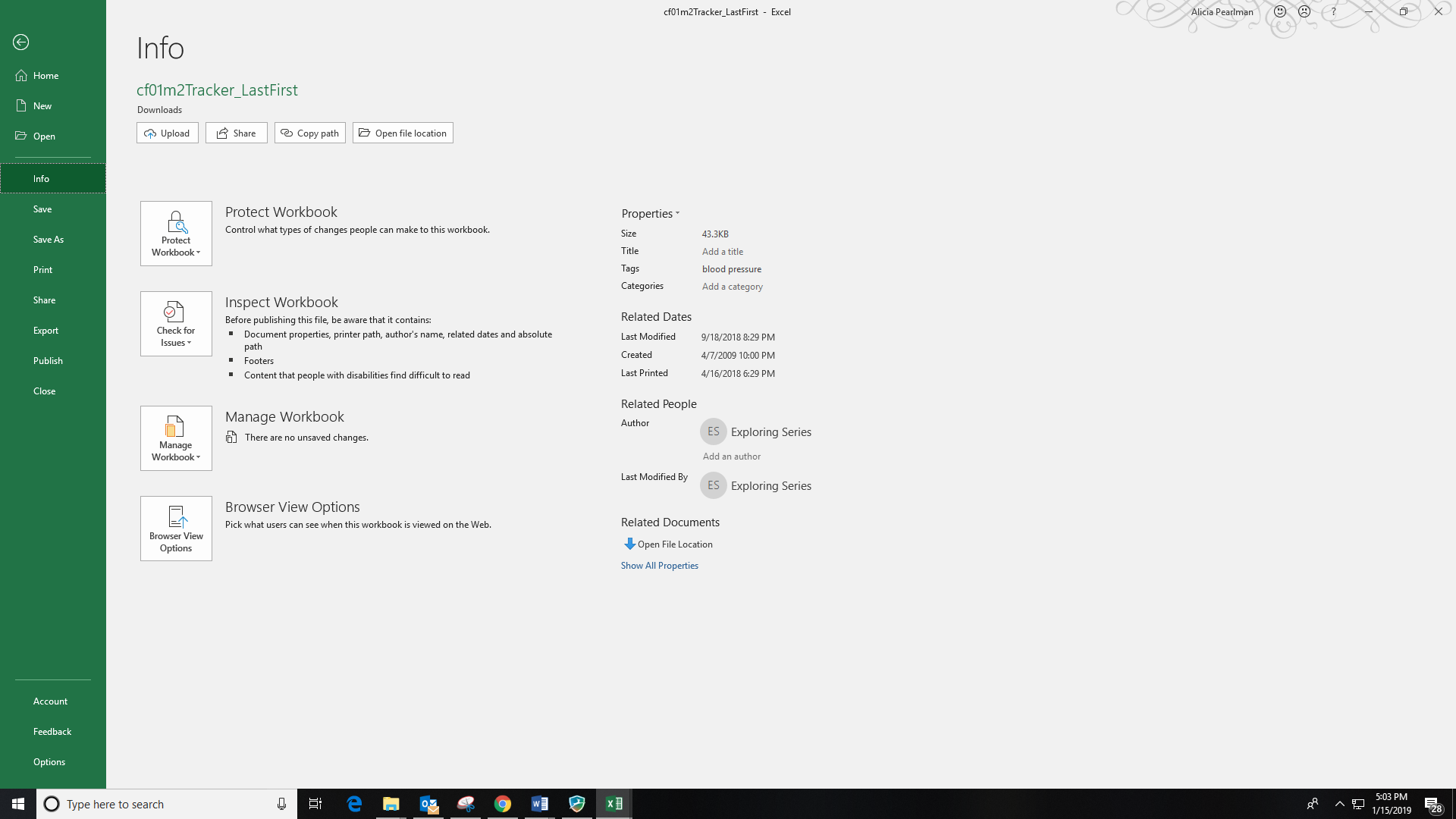
Insert a footer with the page number in the center of the spreadsheet footer area, File Name in Right section



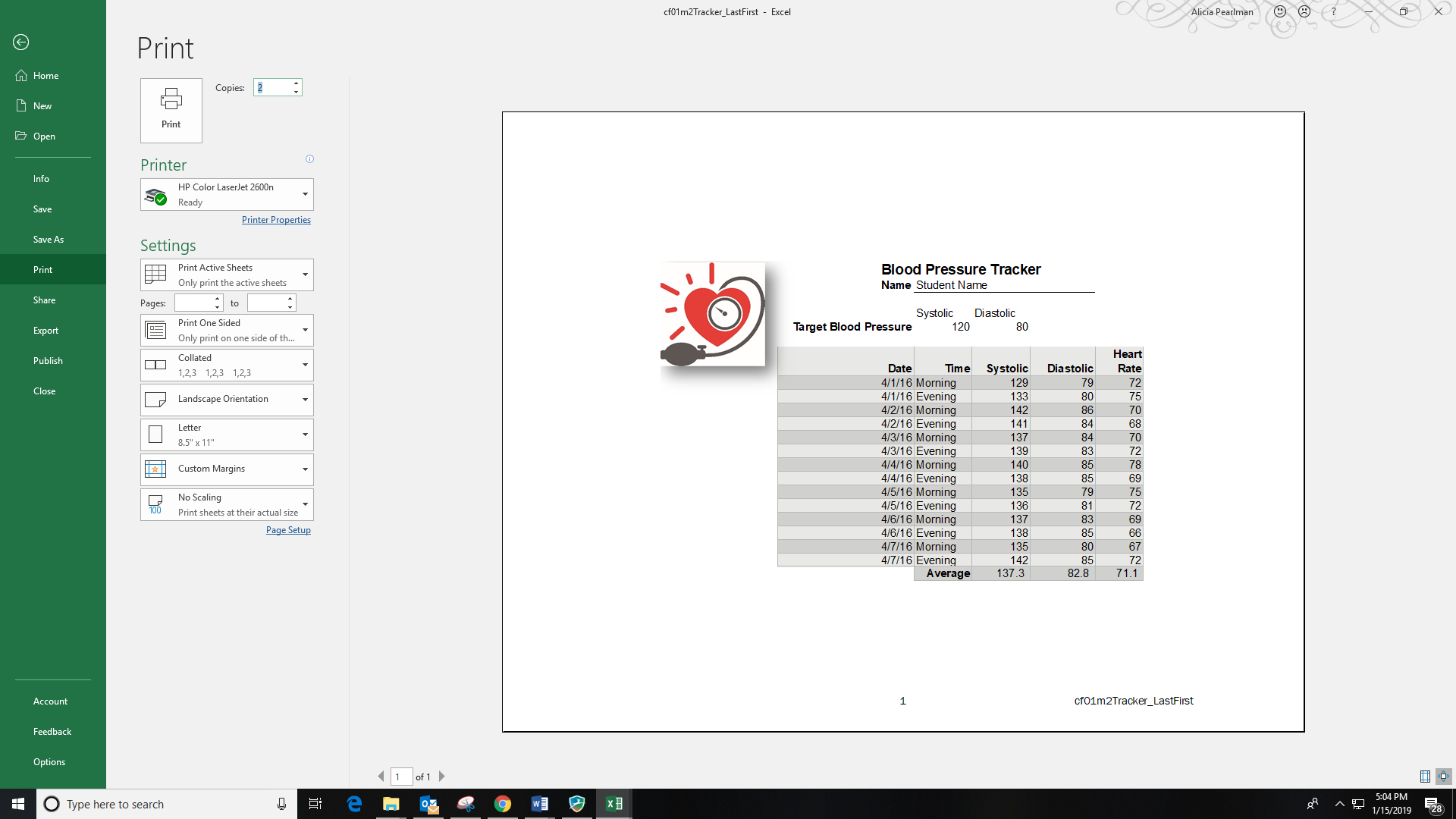
Change orientation of the worksheet to Landscape



Change the page margins to 1.5" Left and Right, and 1" Top and Bottom



Add blood pressure as a tag; adjust print copies to 2



Add blood pressure as a tag; adjust print copies to 2