**Excel Project: Creating a Self-Checking Test**

1. Open up a new Excel spreadsheet.
2. Create a header by merging and centering cells A1 – E1.
   1. Click and hold your mouse on A1.
   2. While still holding the mouse button in, drag you mouse over to E1.
   3. Release the mouse button. The 5 cells should be selected.
   4. Click the Merge & Center button. 
3. Type your title in the new box you just created. Example: Space Quiz, Our Solar System Quiz, or anything else appropriate for this project
4. Follow the steps in Step 2 to Merge and Center cells A2 – E2.
5. Type the directions in the new cell.

Directions: Read the questions in the first column. Type your answer to the question in the second column. The third column will let you know if you got the answer correct or incorrect.

1. You will need to resize the cell containing the directions so we can see everything.
   1. Position your mouse on the small line between row 2 and row 3 headings.
   2. Your mouse should turn into a double sided arrow.
   3. Drag your mouse down until the cell is large enough to show all of the instructions.
2. In cell A3 type your first question.
3. Continue typing all of your questions in the cells in column A.
4. Now we need to resize column A so all of the questions fit.
   1. Position your mouse on the small line between the column A and column B headings.
   2. Your mouse should turn into a double sided arrow.
   3. Double click your mouse and the cell column should autofit all of the text in the cells.
5. Leave column B blank for the answers.
6. In column C you will need to type a formula for each cell.

You will type the following in cell C3 =IF(B3=”Answer”,”YES”)

The “Answer” will be whatever word is the correct answer for your question. If the answer to your question is sun, the formula would look like this

=IF(B3=”Sun”,”YES”)

1. You will continue typing the formulas for each row. You will need to change the cell number to match the row you are currently working in. To do this easily, type

=IF(

Then, click on the cell you need the formula to check.

The cell number will show up in your formula. Then, you can finish typing the formula.

1. Be sure to check all of your work when you are finished. Try tying all of the answers into column B to check that column C works properly.

**Count Down Timer Instructions**

1. Type date you are counting down to in cell A1.

Example: 12/25/15

1. Type this formula in cell A2: =TODAY()
2. Type this formula in cell A3: =A1-A2

If you typed the formulas correctly, the number you get in cell A3 should be the number of days there are until the day you put in cell A1.