

BINGO

- Open Microsoft Excel.
- Change the column width for Columns A and G to 2.
- Change the column width of Columns B to F to 12.
- Change the row height for Rows 2 to 7 to 60.75.
- Let's create a border around your Bingo Board.
 - Select cells A1 to A8. Change the color of those cells to a color of your choice.
 - Select cells B1 to G1. Change the color of these cells to a color of your choice.
 - Select cells B8 to G8. Change the color of these cells to a color of your choice.
 - Select cells G2 to G7. Change the color of these cells to a color of your choice.
- Let's add our BINGO letters.
 - In Cell B2, type B.
 - In Cell C2, type I.
 - In Cell D2, type N.
 - In Cell E2, type G.
 - In Cell, F2, type O.
- Select Cells B2 to F2. Change the font to your choice. Choose a size that makes the letters fill up the whole cell. (I used size 60) Center your letters. Bold your letters.
- Select Cells B2 to F2. Right click and choose Format Cells. In the Alignment Tab, change the horizontal and vertical alignment to center.
- Select Cells B2 to F2. Put a border on the outside of each cell.
- Select Cells B3 to F7. Put a border on the outside and inside of each cell.
- In Cell D5, type the words "Free Space" Center your words horizontally and vertically in the cell. Change the font and color to one of your choice.
- Enter you're your numbers onto your board.
 - Enter in five different numbers between 1-15 in cells B3 to B7.
 - Enter in five different numbers between 16-30 in cells C3 to C7.
 - Enter in four different numbers between 31-45 in cells D3 to D7. Do not put a number in cell D5, though.
 - Enter in five different numbers between 46-60 in cells E3 to E7.
 - Enter in five different numbers between 61-75 in cells F3 to F7.
- Change all of your numbers to a font and color of your choice. Make the numbers a size that fills the whole cell. (I used size 45)
- Center your numbers horizontally and vertically in the cells.
- Save your board as yournameBINGO and copy to turn in..

Here's an example of what you're board should look like, but hopefully yours is more *creative!!*

B	I	N	G	O
5	26	45	51	62
12	21	42	58	69
15	18	FREE SPACE	60	74
6	30	35	55	73
1	16	38	48	75