**QUEST 2: FORMAT, INSERT, MERGE**

**Name:**

**Date:**

**Teacher name:**

**As you go through the Quest, you will need to check off each step as you complete it. You will have the opportunity to learn about the following as well as be able to:**

* format, insert data, and merge cells
* use your help feature (question mark in the upper right hand corner of the screen)

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| **Check off when completed** | **Description** |
|  | Watched the video for Dig the Data Q2 Party Planner: Data Format, Insert & Merge |
|  | Read the Introduction and I Can Statement |
|  | Took the  [Quizlet Format, Insert Merge Quiz](https://quizlet.com/_53dyoi), recorded score in points to the left in the box, and showed score to teacher and had teacher initial box with score |
|  | Followed the video instructions for Format, Insert & Merge |
|  | Viewed and compared my spreadsheet to the spreadsheet sample in Q2 Dig the Data. |
|  | Saved my spreadsheet |
|  | Showed teacher completed Quest 2 spreadsheet |