

DIGITAL DESIGN APPLICATIONS

Formatting an Excel Worksheet

PRACTICE ASSIGNMENTS

Formatting #1—PHONE SHOP

1. Open the **Phone.xlsx** file from the Business Drive→DDA→Excel Beginning folder.
2. Save the workbook as **Last Name, First Name-Phone Shop** to your username in the Excel Beginning folder, then create a Formatting folder.
3. AutoFit column A.
4. Change the width of columns B, C, and D to 10.
5. Bold and center the text in the range B4:D5.
6. Bold the text in cell A5.
7. Indent the range A6:A9.
8. Change the text in cell A1 to 14-point Cambria. Merge and center the range A1:D1.
9. Change the fill color of cell A1 to the Standard Color Green.
10. Change the fill color of the range A2:D2 to the Standard Color Yellow.
11. Format the range C6:D9 and cell D10 as Currency with two decimal places.
12. Format cell D10 with the Total cell style. Change the fill color of cell D10 to Standard Color Yellow.
13. Add a thick bottom border to the range A5:D5.
14. In cell C2, enter your name.
15. Insert a header with your name and the current date.
16. Save and check your work against the key located on the class website. If you print, make sure to print in **Black & White (HP3015)**.
17. Submit document to Google Classroom.
18. Close the workbook.

Formatting #2—CELL BILL

1. Open the **Cell.xlsx** file from the Business Drive→DDA→Excel Beginning folder.
2. Save the workbook as **Last Name, First Name-Cell Bill** to your username in your Excel Beginning→Formatting folder.
3. In cell A1, type **Cell Phone Bill Estimate**.
4. Bold the text in cell A1.
5. In cell A1, change the font size of the text to 14.
6. Merge and center the range A1:D1.
7. Change the fill color of cell A1 to Blue, Accent 1.

8. Change the font color of cell A1 to White, Background 1.
9. Underline the contents of cell A1.
10. Center the contents of the range B3:C3.
11. Format the range C4:D7 in the Currency number format with two decimal places.
12. Add a bottom border to cell D6.
13. Widen column A to 17. In cell A4, wrap text.
14. Middle-align the range B4:D4.
15. Apply the 20% - Accent 1 cell style to the range D4:D7.
19. In cell A2, enter your name.
20. Insert a header with your name and the current date.
21. Save and check your work against the key located on the class website. If you print, make sure to print in **Black & White (HP3015)**.
22. Submit document to Google Classroom.
23. Close the workbook.

Formatting #3—TECHSOFT BALANCE

1. Open the **Balance.xlsx** file from the Business Drive→DDA→Excel Beginning folder.
2. Save the workbook as **Last Name, First Name-TechSoft Balance** to your username in your Excel Beginning→Formatting folder. The worksheet contains a *balance sheet*, which is a financial statement that lists a corporation's assets (resources available), liabilities (amounts owed), and equity (ownership in the company).
3. Change the column width of column C to 5.
4. Format cell A1 with the Heading 1 cell style.
5. Format the range A2:A3 with the 20% - Accent 1 cell style.
6. Merge and center the ranges A1:E1, A2:E2, and A3:E3.
7. Bold cells A5, A6, A20, D5, D6, D17, and D21.
8. Apply a bottom border to cells B8, B13, E11, and E19. Apply a top and double bottom border to cells B20 and E21.
9. Format cells B7, E7, B20, and E21 in the Accounting number format with no decimal places.
10. Format the ranges B8:B19, E8:E15, and E18:E20 in the Number format with a thousands separator and no decimal places.
11. In cell A4, enter your name. Italicize the text in cell A4.
12. Insert a header with your name and the current date.
13. Save and check your work against the key located on the class website. If you print, make sure to print in **Black & White (HP3015)**.
14. Submit document to Google Classroom.

15. Close the workbook.

Formatting #4—MILEAGE CHART

1. Open the **Mileage.xlsx** file from the Business Drive→DDA→Excel Beginning folder.
 2. Save the workbook as **Last Name, First Name-Mileage Chart** to your username in the Excel Beginning folder.
 3. Change the font size of the range A1:O15 to 8 points.
 4. Format the range B2:O15 in the Number format with a thousands separator and no decimal places.
 5. Bold the ranges B1:O1 and A2:A15.
 6. Change the width of column A to 10.
 7. Right-align the content of the range A2:A15.
 8. Change the orientation of the range B1:O1 to Angle Clockwise.
 9. Change the width of columns B through O to 5.
 10. In cell A1, enter your name, and then change the font size to 12 points and wrap text.
 11. Insert a header with your name and the current date.
 12. Save and check your work against the key located on the class website. If you print, make sure to print in **Black & White (HP3015)**.
 13. Submit document to Google Classroom.
 14. Close the workbook.
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