

Project 2-3

1. Start Excel. Open the **Shop.xlsx** workbook from the drive and folder where you Data Files are stored.
2. Save the workbook as **Technology Shop** (*followed by your initials*). Insert a footer using the following format:

(L) Your Name Goes Here

(C) CS151-0#

(R) File Name Goes Here

3. AutoFit column A.
4. Change the width of columns B, C, and D to 12.00 characters.
5. Bold and center the text in the range B5:D6
6. Bold the text in cell A6.
7. Indent the range A7:A10
8. Change the text in cell A1 to 16-point Cambria. Merge and center the range A1:D1
9. Change the fill color of cell A1 to Green.
10. Change the fill color of the range A2:D2 to Yellow.
11. Change the fill color of the range A3:D3 to Red.
12. Format the range C7:D10 and cell D11 to Currency number format.
13. Format cell D11 with the Total cell style. Change the fill color of cell D11 to Yellow.
14. Add a thick bottom border to the range A6:D6
15. In cell A3, enter your name.
16. Save and preview the workbook. Close the workbook and exit Excel.