

Excel Module 1: Microsoft Excel Basics

Project 2-4

1. Open the **Wireless.xlsx** workbook from your folder.
2. **SAVE AS:** **CS151-0# FLastName Wireless Bill**
3. Switch to **Page Layout View**. Insert a **footer** using the following format:

(L) Your Name Goes Here (C) CS151-0# (R) File Name Goes Here

4. Switch back to **Normal View**.
5. In cell A1, type **Wireless Bill Estimate**.
6. **Bold** the text in cell **A1**.
7. Change the **font size** of the text in cell **A1** to **18**.
8. **Merge and center** the range **A1:D1**
9. Change the **fill color** of cell **A1** to **Dark Blue, Text 2**.
10. Change the **font color** of the text in cell **A1** to **White, Background 1**.
11. **Underline** the contents of cell **A1**.
12. **Center** the contents of the range **B3:C3** and **Italicize** the range **B3:C3**
13. Format the range **C4:D8** with the **Currency** number format.
14. Format cell **D8** with a **Thick Outside Border**.
15. Change the **width of column A** to **14.00** characters. In cell **A4**, **Wrap Text**.
16. **Middle-align** the range **B4:D4**
17. Apply the **40% - Accent1 cell style** to the range **D4:D7** and apply the **Accent1 cell style** to cell **D8**.

18. In cell **A2**, enter **your name**.

19. Save, preview and print the workbook. Close the workbook and exit Excel.