

### Project 2-4

1. Start Excel. Open the **Wireless.xlsx** workbook from the drive and folder where you Data Files are stored.
2. Save the workbook as **Wireless Bill** (*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. In cell A1, type **Wireless Bill Estimate**.
4. Bold the text in cell A1.
5. Change the font size of the text in cell A1 to 18.
6. Merge and center the range A1:D1
7. Change the fill color of cell A1 to Dark Blue, Text 2.
8. Change the font color of the text in cell A1 to White, Background 1.
9. Underline the contents of cell A1.
10. Center the contents of the range B3:C3 and Italicize the range B3:C3
11. Format the range C4:D8 with the Currency number format.
12. Format cell D8 with a Thick Box Border.
13. Widen column A to 14.00 characters. In cell A4, wrap text.
14. Middle-align the range B4:D4
15. Apply the 40% - Accent1 cell style to the range D4:D7 and apply the Accent1 cell style to cell D8.
16. In cell A2, enter your name.
17. Save, preview and print the workbook. Close the workbook and exit Excel.