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Exercise #   :101A
Level   : Easy
Objective   : To Assess the understanding for formatting options in Ms-Excel
Compatibility : With all versions of Excel

Instructions

1) Open the exercise workbook 101A.
2) Merge the range "C3:H3", give a red background and set the font to white color with text size 26 and text type Arial Black.
3) Copy format from cell "C3" and apply it to "C4:H4" and change the font size to 14.
4) Remove Gridlines from the sheet.
5) Auto fit columns "C:H"
6) Select range "C5:H5" and change the background color to dark green and font to white.
7) In cell "F6" write a formula to get "Net Sales" (=Sales Amount-Sales Return). Copy the formula till "F11"
8) In Cell "H6" write a formula to get "Above Quota" (=Net Sales-Sales Quota). Copy the formula till "H11"
9) In Cell "D12" write a formula to get the "Total Sales Amount" and copy it till "H12"
10) Find the Average, Highest and Lowest for each column.
11) Select cells "C3:H5" and apply an outside border.
12) Select cells "C12:H12" and apply "Top and Double Bottom Border" and make it bold.
13) Select all the numeric values and convert it to $ currency with zero decimals.
14) Insert a row to separate "Total" and "Average"
15) Select cells "C14:H16" and apply theme color "Purple, Accent4, Lighter 80%"
16) Select entire range "C3:H16" and apply an outside border.

Save the final workbook with your name and the exercise # and send it for evaluation to info@upskilltechnologies.com

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