Independent Practice: Spreadsheet Formatting

In this exercise, you will complete the following tasks **independently**:

* Format aheader
* Use a simple formula
* Copy data
* Apply font styles
* Adjust column and row size
* Wrap text
* Indent cell data
* Format values
* Add a border

1. Open a new spreadsheet
2. Set a header with your name in the left section, the current date in the center, and the filename assigned to this exercise by your teacher in the right section.
3. Key the data shown in the table below in the exact cell locations



1. Merge and center the title cells for **Technology Advancements** in all caps and bold across Columns A-F
2. Merge and center the sub-title **Sales Income Comparison-2 Years** in initial caps and bold across Columns A-F
3. Adjust all column widths to fit contents
4. Center all data in Row 4 and in cell range A5:A11
5. Format the data in Columns D and E for two decimal places
6. Change the title in A4 from Item No to Item Number
7. Wrap the text in A4
8. Merge and center the heading in B4 across Columns B and C
9. Replace “Drive” with “Cartridge” in Cell B8
10. Enter a formula in Cell F5 that will calculate Net Change
    1. What is the formula?
11. Copy the formula to the remaining cells in Column F and format for 2 decimal places
12. Which items experienced negative growth? How do you know?
13. Add and indent the word Total in Cell A12
14. Use a formula to calculate the total net change in Cell F12 and format it for currency.

What formula did you use?

1. Add a single line bottom border to Row 4, Columns A-F
2. Add an accounting border to Cell F12
3. Save and submit according to teacher directions