* Merge and Center A1 across A1:I1. (A1:I1 = A1 through I1)
* Apply cell style Heading 1 to the merged cell A1:I1
* Merge and Center D3 across D3:E3
* Apply cell style Heading 2 to the merged cell D3:E3
* Merge and Center F3 across F3:G3
* Apply cell style Heading 2 to the merged cell F3:G3
* (Hint: Pay Close attention to locations, ex. F3:G3)
* Move the contents of H2 to H3
* Merge and Center H3 across H3:I3.
* Apply cell style Heading 2 to the merged cell H3:I3
* Apply cell style Heading 2 to J3.
* Apply a Thick Outside Border to D3:E14
* Apply a Thick Outside Border to F3:G14
* Apply a Thick Outside Border to H3:I14
* Apply a Thick Outside Border to J3:J14
* (Hint: Pay attention to the Border type.)
* The Start Dates in Column B are incorrectly formatted as General numbers.
* Change the formatting in Column B to Short Date.
* Insert a New Column between C and D.
* In D5 write “# of Days”.
* In D6 use a formula to calculate the number of days between the Start and End Date. (End date minus Start Date)
* If the number in D6 is formatted as a date, change the formatting to General.
* Copy the formula in D6 down column D.
* Center the alignment of the numbers in Column D.
* Apply cell style Dark Accent 5 to the Column Headers in Row 5 (A5:K5)
* Delete the record for Client Johnson by deleting Row 9.
* Insert a new row between Client Williams (Row 11) and Client Brown (Row 12).
* Insert the following data for the new record in the new Row 12: Cooper, 8/8/2020, 8/12/2020, Copy the formula down for column D, and then finish entering the missing data with 30, 0%, 2, 20. (look at the solution image if this does not make sense)
* In I6 write a formula to calculate the House Sitting Sub Total.
* # of Days \* (Base Cost Per Day – (Base Cost Per Day \* Long Term Discount))
* Copy the formula down Column I.
* In J6 write a formula to calculate the Pet Care Sub Total.
* # of Days \* Number of Pets \* Cost Per Per/Day
* Copy the formula down Column J.
* In K6 write a formula to calculate the Total.
* House Sitting Sub Total + Pet Care Sub Total
* Copy the formula down Column K.
* Select A5:K14 and apply All Borders.
* Insert a new column in front of column A.
* In the new Column A, in A5 write “Client ID”.
* In A6 put the number 1
* In A7 put the number 2
* Use autofill to complete the sequence of numbers 1 through 9 in column A.
* Use Format Painter to copy the formats of B5:B14 to A5:14
* In Columns F, I, J, K, L apply Accounting format with zero decimal places to all of the dollar amounts.