**MS Excel 2013 Lab Two**

**Items covered in this Lab**

* Format an Excel Spreadsheet
* Merge and Center Cells
* Use Basic Functions
  + AutoSum – Max – Min - Average
* Use Fill Handle
* Copy and Move Cell Entries
* Apply Styles

**Instructions:**

1. Open **ExcelLabTwoStartingFile.xlsx (provided)**
2. Save the Workbook as **ExcelLabTwo.xlsx** in Documents > MSExcelLabs folder
3. Merge and Center the title “**Market Shares of Major Phone Providers in the United States**” in the range **A1:G1**
4. Change the title font to **Cambria 14 pt. Bold**
5. Merge and Center the sub-title “**Cellular Phones Sales During Five Years**” in the range **A2: G2**
6. Change the sub-title font to **Time New Roman, Bold**
7. **Bold** the range **A3:A13** and **B3:G3**
8. Apply **Total** style to the range **A10:F10**
9. Type **=B4+B5+B6+B7+B8** in cell **B10,** then press enter
10. Use the **AutoSum** function to calculate the total in cell **C10** for the range **C4:C8**
11. Use the **Fill Handle** to copy the function in cell **C10** to the range **D10:F10**
12. **AutoSum** the range **B4:F4** in cell **G4**
13. Use the **Fill Handle** to copy the function in cell **G4** to the range **G5:G8**
14. Apply the **Accounting** format to the range B4:G8
15. **AutoFit** the contents of each column (Do not display #######)
16. Remove the **$** sign from the range B4:F8 and set the **Decimal Places** to 0
17. Use the Max function to display the **highest** value of the range **B4:B8** in cell **B11**
18. Use the Min function to display the **lowest** value of the range **B4:B8** in cell **B12**
19. Calculate the **average** of the range **B4:B8** in cell **B13**
20. Select the range **B11:B13** and use the **Fill Handle** to copy the functions in these cells to the range **C11:G13**
21. Delete **row 9**
22. Save and upload **ExcelLabTwo.xlsx** via Blackboard

*Here is a Sample Solution*

