**Introduction**

By now, you should be familiar with techniques for adding data to Microsoft Excel and managing worksheets. In this exercise, you’ll put these new skills into practice by working with an Excel file. You’ll improve the readability of the data by formatting it and making structural changes to the worksheet itself. By completing this exercise, you’ll prove that you have the skills to prepare a file for submission to a colleague or manager.

**Case study**

Renee, an Adventure Works executive based in the USA, has shared two files with you. The first is an Excel workbook called S*ample.xlsx.* The second is a PDF file called *Exchange Rates.pdf*. Your task is to add some data to the workbook file from the PDF and ensure it is correctly structured and formatted for readability.