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Lesson 1.3 Task

Task 1: Numeric Formatting

• Open a new Excel workbook.

• In cell A1, enter the number 9876.43.

• Apply the "Accounting" format to cell A1, displaying the number with currency symbols, decimal places, and aligned formatting.

• In cell B1, enter the percentage value 0.25.

• Apply the "Percentage" format to cell B1, displaying the number as a percentage with two decimal places.

• In cell C1, enter the date "June 13, 2023".

• Apply the "Long Date" format to cell C1, displaying the date in the format MMMM DD, YYYY.

Task 2: Text Formatting

• In cell A3, enter the text "Inventory List".

• Apply bold formatting to the text in cell A3.

• In cell B3, enter the text "Product Code".

• Apply underline formatting to the text in cell B3.

• In cell C3, enter the text "Quantity in Stock".

• Apply italic formatting to the text in cell C3.

• In cell D3, enter the text "Price per Unit".

• Apply strikethrough formatting to the text in cell D3.

Task 3: Data Alignment

• Select cells A1 to D3.

• Apply center alignment to the selected cells.

• Adjust the column widths to fit the content in each cell.

Task 4: Cell Border Formatting

• Select cells A1 to D3.

• Apply a thick border around the selected cells.

• Adjust the border style to a double line.

	A	B	C	D	E
1	9,876.43 NOK	25.00%	June 13, 2023		
2					
3	**Inventory List**	<u>Product Code</u>	*Quantity in Stock*	~~Price per Unit~~	
4					
5					
6					

Figure 1 - Solution task 1 to 4

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Task 5: Sorting Data

• Add a new worksheet.

• Enter the following data into columns A, B, and C, starting from row 1:

Column A: Country (e.g., USA, Canada, Germany, France, Australia)

Column B: Population (e.g., 328, 38, 83, 67, 25)

Column C: GDP (e.g., 21.43, 1.64, 4.44, 2.71, 1.37)

• Select the entire dataset (cells A1 to C6).

• Sort the data in ascending order based on the "Country" column.

• Sort the data in descending order based on the "Population" column.

• Sort the data in descending order based on the "GDP" column.

Task 6: Filtering Data

• Select the entire dataset (cells A1 to C6).

• Apply filters to the dataset.

• Filter the data to display only countries with a population greater than 50 million.

• Filter the data to display only countries with a GDP less than 5 trillion.

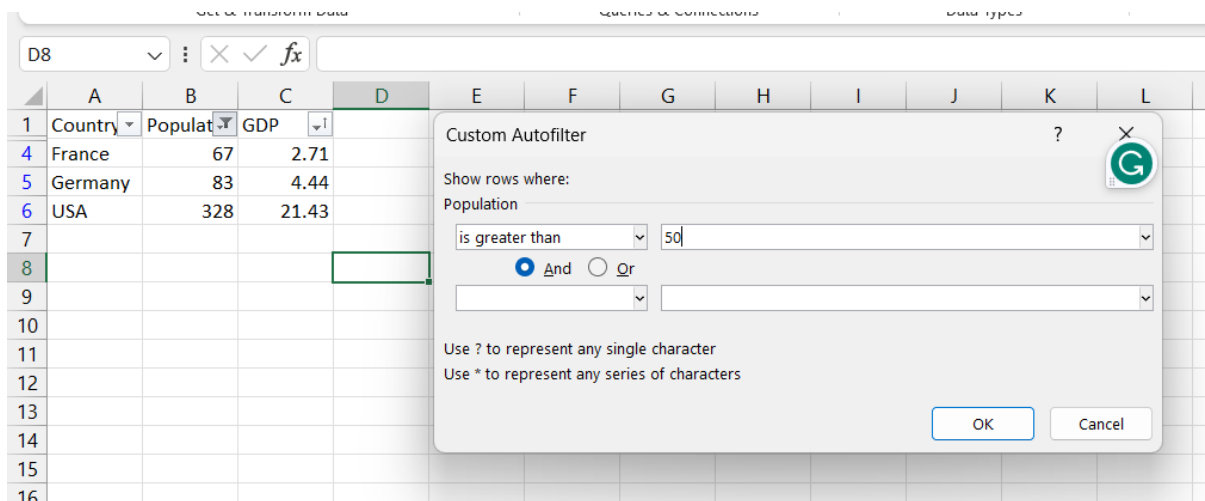• Filter the data to display only countries whose names start with the letter "C".
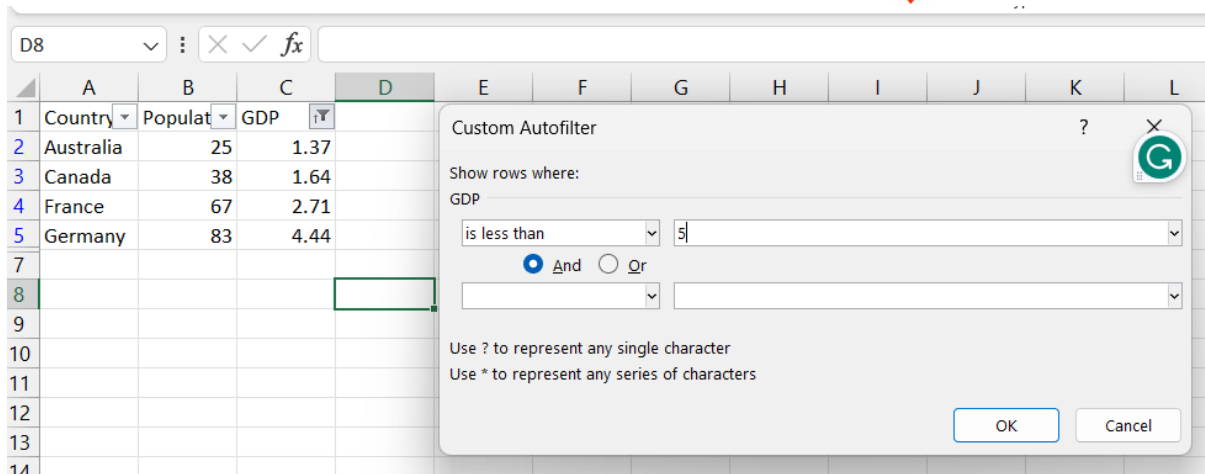

Figure 2 - Task 6 Filter population

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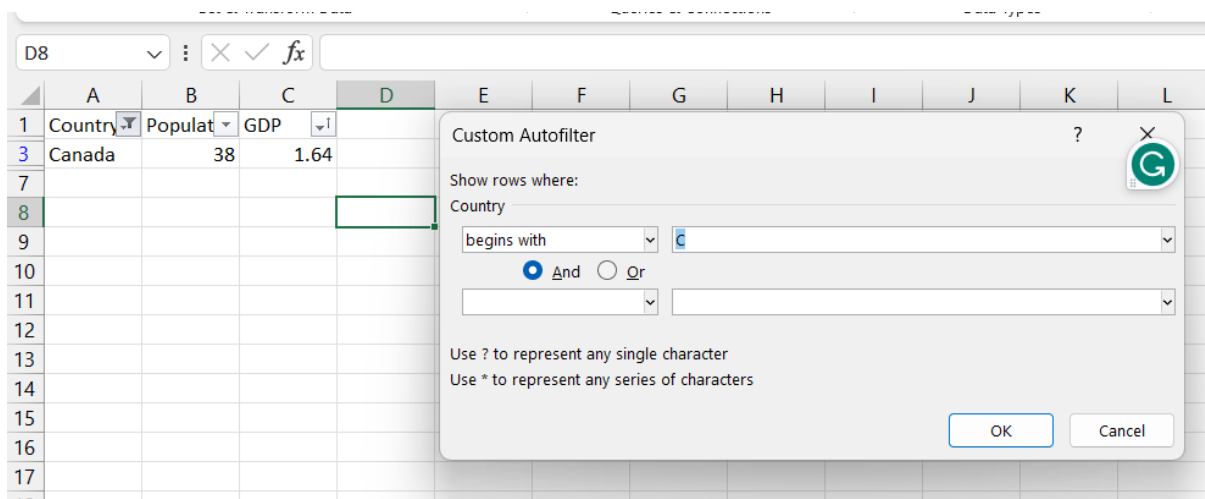Figure 3 - Task 6 Filter GDP

Figure 4 - Task 6 Filter Country

Task 7: Multiple Criteria Filtering

• Select the entire dataset (cells A1 to C6).

• Apply filters to the dataset if they are not already applied.

• Filter the data to display only countries with a population greater than 50 million and a GDP less than 3 trillion.

Task 8: Removing Filters

• Select the entire dataset (cells A1 to C6).

• Remove all filters from the dataset.

Task 9: Window Formatting

• Add a new worksheet.

• Enter some sample data in cells A1 to F15 to create a dataset.

• Adjust the zoom level to 90%.

• Split the window into two panes, horizontally, at row 6, so that both sections of the dataset are visible simultaneously.

• Freeze the top two rows and the leftmost column, ensuring they remain visible while scrolling.

Task 10: Page Breaks

• Navigate to the Page Break Preview.

• Adjust the automatic page breaks, if necessary, to ensure data is distributed optimally across pages.

• Insert a manual page break above row 12, ensuring that the data above and below the page break is separated correctly.

• Remove any unnecessary page breaks.

Task 11: Printing

• Set the print area to include the dataset from A1 to F15.

• Adjust the page setup options to print the worksheet in portrait orientation.

• Include the row and column headings on every printed page.

• Configure the margins to ensure the data is properly aligned on the printed page.

• Print the worksheet and review the output for accuracy.