# Practice Exercise

## Tasks and Steps

1. Open a the data Excel workbook.
2. Format:
   1. the header as bold and font size to 16 points
   2. all the other rows to *Calibri* 12 points.
3. Change the number format of column *E* from *Currency* to *Accounting.*
4. In column *F* insert the header *Gross Sales* *per unit*.
   1. Format the header as bold and font size to 16 points
   2. Compute the variable by dividing *2015 Gross Sales for the #Units*.
   3. Format the results as *Numbe*r.
5. Insert “Total” in *A7* and “Average” in *A8.*
   1. Format the two cells in bold.
   2. Compute the total sum and the average of column D (#Units) respectively in cells D7 and D8.