

Date, Time & Formats

Formatting Text

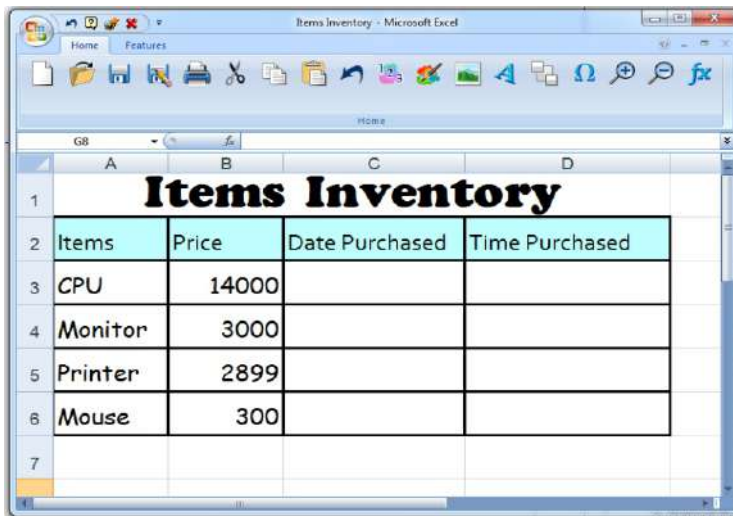
Activity 59

Lesson 20

Score

Directions:

1. Launch MaxCount.
2. Type the following data.



The screenshot shows a Microsoft Excel window titled 'Items Inventory - Microsoft Excel'. The 'Home' tab is selected. The table below is displayed in the worksheet:

	A	B	C	D
1	Items Inventory			
2	Items	Price	Date Purchased	Time Purchased
3	CPU	14000		
4	Monitor	3000		
5	Printer	2899		
6	Mouse	300		
7				



3. Follow the steps on how to format numbers into currency. Format the numbers into decimal places and date format. Refer to your Worktext for your guide.
- * Perform the following:
- a. Format the prices into dollar currency.
 - b. Format the prices with two decimal places.
 - c. Date format the cells under date purchased and type any date on it.
4. Save the activity as **DateTimeFormats**.