Unit 1 ► [Executive...]

1. In the **Annual Sales** worksheet, use the **Find & Select** tool to find the **cell** in the open spreadsheet that contains **Conditional Formating** and apply a **Thick Box Border.**

Unit 2 ► [Executive...]

1. In the June worksheet, apply **Table Style Light 4** to the cells **A3** through **D34**.

Unit 3 ► [Executive...]

1. In the cell **A17** set the style of the cell with the following characteristics: **Number Format = Currency**, **Font = Courier New**, **Fill Color = Yellow**.

Unit 4 ► [Executive...]

1. In the **Product** worksheet, change the **format** of the **numbers** in cells **B8:E33** so that no **decimal** places are showing.

Unit 5 ► [Executive...]

1. **Merge & Align Right** the content in cells **A2** through **D2** in the June worksheet.

2. Modify the style of the title Blackbread Books to be **Heading 3**.

Unit 6 ► [Executive...]

1. Change the **orientation** of the current worksheet (Annual Sales) to **Landscape** and in cell **B18** insert the picture **ftlogo.gif** in your GMetrixTemplates folder.

Unit 7 ► [Executive...]

1. Change the format of the cell containing the company name **FusionTomo Inc**. to the cell style **Title**.

Unit 8 ► [Executive...]

1. Apply the Built-in theme **Civic** to the current worksheet.

Unit 9 ► [Executive...]

1. In the **Source Data** worksheet use **find & select** to find the cell that contains **Data Validation**, and clear the validation.

2. In the **Source Data** worksheet **Unhide** any hidden **rows.**

Unit 10 ► [Executive...]

1. Apply **Gradient Fill-Green Data Bar** conditional formatting to the values in **column E**.

2. Unmerge any merged cells in row 34 of the **Review** worksheet.

3. Format cells **A3:G34** as a table using **Table Style Light 2**.

Unit 11 ► [Executive...]

1. In the **Time Card** worksheet, add a header that uses the Current Date format in the left header field and Page Number in the right header. Add the Sheet Name to the left footer field.

Unit 12 ► [Executive...]

1. Set the Page margins to the following specifications: Top & Bottom: **2** (5.08 cm) and Left & Right: **1** (2.54cm).

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Unit 13 ► [Executive...]

2. Modify the **Title** style to use a font size of 20 pts.

Unit 14 ► [Executive...]

1. In the **Marketing Budget Plan** worksheet, unmerge cells **A97:C97.**

Unit 15 ► [Executive...]

1. In the **Marketing Budget Plan** worksheet, change the **Page Size** to **A4**.

Unit 16 ► [Executive...]

1. In the **Income** worksheet, use the format painter to apply the format of the column headings in **G4:H4** and apply the format to B5:C5, B12:C12, B19:C19 and B26:C26.

Unit 17 ► [Executive...]

1. In the **Income** worksheet, format cell range **B4:H34** to have a cell style of **Currency**.

Unit 18 ► [Executive...]

1. In the **Expenses** worksheet, change **Column B** to have a font size of **8**.

Unit 19 ► [Executive...]

1. In the **Mileage Log** worksheet, **Hide** column **J**.

Unit 20 ► [Executive...]

1. **Merge & Center** cell range **A1:D2**.
2. In the **Mileage Log** worksheet, **Hide Rows 31** to **33**.

Unit 21 ► [Executive...]

1. Format the cell range **A5:D106** to use center horizontal alignment.
2. Format the cell range named **PopValues** to not display decimal places.

Unit 22 ► [Executive...]

1. Insert a header that contains the **filename** on the left side and **sheet** on the right side.
2. Insert a footer that contains the **author**, **page number** and **current date**.

Unit 23 ► [Executive...]

1. In the **Flavor Cost** worksheet, apply the formatting from cell **A27** to **A1** and from **A28** to the cell range **A2:E2** and **A3:A25**.
2. In the **Flavor Cost** worksheet, format data in the **Markup** column to display as percentages.

Unit 24 ► [Executive...]

1. In the **2010 Sales** worksheet, apply the **Heading 1** cell style to cell **A1**.
2. In the **2010 Sales** worksheet, merge and center the content in the top row from column A to G.

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Unit 25 ► [Executive...]

1. Hide the label and data in the Fax, Ext and Mobile columns.

2. Hide the label and data in the **San Diego Satellite Office** rows.

Unit 26 ► [Executive...]

1. In the **2010 Sales** worksheet, format the data range **A2:G26** as a table using the **Table Style Dark 5** table style.

2. In the **2010 Sales** worksheet, modify the size of the **Title** style font to **24** and apply the **Title** style to cell **A1**.

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