

Unit 1 ► [Executive...]

1. Change the view to the **split** screen view.

Unit 2 ► [Executive...]

1. Create a new worksheet based on the **Expense Report** sample template.
2. Change the **theme** of the current worksheet to **Austin**.

Unit 3 ► [Executive...]

1. **Freeze the first column** in the current spreadsheet.

Unit 4 ► [Executive...]

1. Change the options on this worksheet so that **Gridlines** are visible.
2. Change the **margins** to the **Narrow** setting.

Unit 5 ► [Executive...]

1. Change the view to **Page Layout**.

Unit 6 ► [Executive...]

1. Move the entire **Loan Amortization Schedule** worksheet in the **EXCEL07.xlsx** workbook located in the **GMetrixTemplates** folder and insert it after the **Time Card** worksheet in the **EXCEL06.xlsx** workbook.
2. In the **Time Card** worksheet, apply a red solid fill data bar conditional formatting to the cells D21:H27.

Unit 7 ► [Executive...]

1. Color each of the worksheet tabs: **Expenses**, **Income** and **Profit - Loss Summary** to have a different color.

Unit 8 ► [Executive...]

1. Create a **new worksheet** called **Cover Page**, and position it before the **Mileage Log** worksheet.

Unit 9 ► [Executive...]

1. Insert a new worksheet named **2009 Sales (Corrected)** between the **2009 Sales** and **2010 Sales** worksheets.

Unit 10 ► [Executive...]

1. Copy the **Summary** worksheet from the **Quarterly_Earnings_Overview.xlsx** workbook, found in your **GMetrix Templates** folder, and place it as the last worksheet in the **Quarterly_Earnings.xlsx** workbook.
2. Set the tab color of the copied **Summary** worksheet to **Red, Accent 2, Lighter 40%**.

Unit 11 ► [Executive...]

1. Split the worksheet at cell A5 into two horizontal panes. Save the workspace as split.xlw in the GMetrixTemplates Folder under Your Documents.
2. Freeze the top four rows so that they are always visible when scrolling through the worksheet.

Unit 12 ► [Executive...]

1. Change the worksheet view to **Page Layout** and hide rows 2 and 3.
2. Set the zoom to **150%** and save as a custom view named **PageZoom**.