Vanessa Ofori

Assignment 3

February 1, 2020

1. Created a copy of the original file

2. Un-merged & centered the header in column R

3. Copy and pasted the header in just one cell in column R

4. Deleted row 1 and 2

5. Deleted empty columns B, D, F, H, J, L, N, and P

6. Found and replaced all ‘….’ And ‘…’ with “N/A”

7. Deleted row 2

8. Re-formatted the numbers to not include commas by using the ‘format cells’ option

9. Changed the font and size of every cell to ‘Calibri 12’ by using the Ctrl + A feature