**Module 10 – Formatting Worksheets**

**Exercise**

1. Open the file called **Books & Beyond Regional Report**.
2. Center the title in cell B2 across the range B2:F2.
3. Format the title text to be Bold, and change the font, size, and color to your choice of options. Add a fill color to the background.
4. Select the range C4:F4. Bold & Center each cell. Rotate Counterclockwise then add the fill color of your choice. Use the Middle Align button to center up and down within each cell.
5. Select the range B6:B10. Italicize and Indent each cell.
6. Change all of the numbers to $$.
7. Add a Thick Outside border around the range C12:F16. Fill with the color of your choice.
8. Using the Format Painter button, copy all of the formatting from the Northeastern Region (B2:F16) to the Mideastern Region which starts in cell B18.
9. Check to see that each region is formatted the same.
10. Save and close the file.