

# Excel Unit Review

Complete the following 4 projects and I will grade them when you finish.

## PROJECT 1

1. Open the **Gas.xlsx** workbook from the drive and folder where your Data Files are stored. Save the workbook as **Gas Sales** followed by your initials.
2. Format cell **A1** with the Title cell style. Format the range **A2:A3** with bold.
3. Change the width of column **A** to 15. Change each of the widths of columns **B** through **D** to 12.
4. Merge and center the range **A1:D1**.
5. In cell **B2**, enter the current date, and then apply the Long Date format.
6. Merge and center the range **B2:D2**.
7. In cell **B3**, enter **3:55 PM** for time, and then apply the Time format.
8. Merge and center the range **B3:D3**.
9. Format the text in the range **A2:D3** in 12-point Cambria.
10. Wrap the text in cell **C5**.
11. Format range **A5:D5** with the Accent 1 cell style, and then bold and center the text in the cells.
12. Format the range **B6:B9** in the Number format with a comma separator and no decimal places.
13. Format the range **C6:D9** in the Currency format.
14. In cell **B10**, use the SUM function to add the total number of gallons sold, and then format the cell with the Total cell style.
15. In cell **D10**, use the SUM function to add the total sales, and then format the cell with the Total cell style. Click cell **A12**. **Figure UR-1** shows the completed worksheet.

# Excel Unit Review Answers

**Scott C. Dulebohn**



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## **Table of Contents Excel Unit Review Answers**

1. Understanding the eBook Excel Unit Review Answers
  - The Rise of Digital Reading Excel Unit Review Answers
  - Advantages of eBooks Over Traditional Books
2. Identifying Excel Unit Review Answers
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Excel Unit Review Answers
  - User-Friendly Interface
4. Exploring eBook Recommendations from Excel Unit Review Answers
  - Personalized Recommendations
  - Excel Unit Review Answers User Reviews and Ratings
  - Excel Unit Review Answers and Bestseller Lists
5. Accessing Excel Unit Review Answers Free and Paid eBooks

- Excel Unit Review Answers Public Domain eBooks
- Excel Unit Review Answers eBook Subscription Services
- Excel Unit Review Answers Budget-Friendly Options
- 6. Navigating Excel Unit Review Answers eBook Formats
  - ePub, PDF, MOBI, and More
  - Excel Unit Review Answers Compatibility with Devices
  - Excel Unit Review Answers Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Excel Unit Review Answers
  - Highlighting and Note-Taking Excel Unit Review Answers
  - Interactive Elements Excel Unit Review Answers
- 8. Staying Engaged with Excel Unit Review Answers
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Excel Unit Review Answers
- 9. Balancing eBooks and Physical Books Excel Unit Review Answers
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Excel Unit Review Answers
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Excel Unit Review Answers
  - Setting Reading Goals Excel Unit Review Answers
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Excel Unit Review Answers
  - Fact-Checking eBook Content of Excel Unit Review Answers
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

#### 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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