

# 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

**J Rink**



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