

Getting Started

The worksheet below shows the sales figures for a company that has branches in three counties. Type the information below on Sheet 1 of a new workbook. You may have to adjust the width of the columns.

	A	B	C	D
1	Sales Figures			
2		Cork	Kerry	Limerick
3	January	1200.40	1500.20	1700.60
4	February	1400.72	1600	1205.30
5	March	320.61	3500.54	2800
6	April	1401	1100.81	1100.99

1. Save the workbook as **Regional Sales**.
2. Change the font type to **Trebuchet MS** and make all the headings bold. Adjust the width of the columns and heights of the rows so that all the text is visible.
3. Center align the titles in cells **B2 to D2**.
4. Merge and centre the heading **Sales Figures** in the first row.
5. Increase the font size of **Sales Figures** to 16.
6. Increase the font size of the **S** of **Sales** to 18.
7. Increase the font size of the **F** of **Figures** to 18.
8. Change the font colour of the title **Sales Figures** to blue.
9. Apply yellow shading to the background of row 1.
10. Put a border and gridlines around the information.
11. Centre align all figures.
12. Apply the Euro currency (€) sign to the **all the number data** (cells **B3 to D6**).
13. Save your work.