

EXCEL PROJECT 3: Formatting a Worksheet Tracking Airline Miles

Objectives Practiced

- ▶ Apply themes and styles.
- ▶ Change alignment of cell contents.
- ▶ Set number formats.
- ▶ Change cell alignment.

As a regional sales manager, Tavar frequently takes short commuter flights to meet with his sales teams. To help neutralize the climate-changing emissions produced by these flights, Tavar keeps track of his total miles flown each month so that he can calculate the carbon dioxide emissions and then purchase emissions credit to offset his personal carbon footprint.

1. Open **EX Project 3.xlsx** from the folder containing your data files, and save it as **Carbon Footprint XXX.xlsx** (replace XXX with your initials).
2. Apply the Median theme to the workbook.
3. Apply the Heading 1 cell style to cells A1:B1.
4. Center the data and wrap the text in row 3.
5. Apply the Heading 3 cell style to cells A3:D3.
6. Change the number format to Short Date in cells A4:A10.
7. Center the data in cells B4:B10.
8. Change the number format to Number with zero decimals in cells C4:D10.
9. Save and close the workbook, then exit Excel.

Critical Thinking

Open the **Carbon Footprint XXX.xlsx** file. Format the data in the range A3:D10 as a table with headers using a table style that you think is appropriate. Save and close the workbook.

Open the **Carbon Footprint XXX.xlsx** file. Search the Web to locate a carbon footprint calculator, such as the one at www.liveneutral.org/flyneutral. Calculate the emissions for a flight you have taken or would like to take from the airport nearest to where you live. Record the information on the worksheet in row 13. Save and close the workbook.