

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 **EXCEL Project 3** from the Junior High page and save it as **Carbon Footprint XXX.xlsx** (replace XXX with your initials) in YOUR NAME SHARED FOLDER.
2. Apply the Slice 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 in YOUR NAME SHARED FOLDER and close the workbook, then exit Excel.

Critical Thinking - MUST DO

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.carbonfootprint.com. Calculate the emissions for a flight (you can make up any place in the world to go) from the airport nearest to where you live (Idaho Falls OR Salt Lake City). Record the information on the worksheet in row 13. Save in YOUR NAME SHARED FOLDER and close the workbook.