EXCEL PROJECT 3: Formatting a Worksheet Tracking Airline Miles

Objectives

- Apply themes and styles
- Change alignment of cell contents
- Set number formats
- Change cell alignment
- Worksheet tabs

As a regional sales manager, Tavar frequently takes short commuter flights to meet his sales teams. To help neutralize the climate-changing emission produced in 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 03** from the website and save it as **Carbon Footprint YOURNAME**
2. Apply Organic theme to the workbook.
3. Select cells A1:D1, "Merge & Center" these cells (April Flights from Houston will now be centered across the cells).
4. Heading 1 to cell style to "April Flights from Houston."
5. Center the data and wrap the text in row 3.
6. Apply the Heading 3 cell style to cells A3:D3.
7. Change the number format to Short Date in cells A4: A10.
8. Center the data in cells B4:B10.
9. Cells C4:C10, change the number format to Number with TWO decimal places.
10. Apply Left Align to cells C4:C10 (mileage).
11. Cells D4:D10, change the number format to Number with ZERO decimal places.
12. Perform Critical Thinking task
13. Apply same formatting (centering) to the cells you added to match the column they are located in
14. Save in two places YOUR DOCUMENTS folder and in YOUR NAME SHARED FOLDER (for me to grade) *** Remember your name when saving the file ***.

Critical Thinking

Go to http://calculator.carbonfootprint.com/calculator.aspx?tab=3 and calculate a trip you would like to take from an airport nearest you (Salt Lake City or Boise). Next, Google "convert metric tons to pounds" to find out your estimated pounds of CO_2. Record your destination city in cell B12, miles in C12, and your pounds of CO_2 in D12.