


# EXCEL PROJECT 13: Formatting Recycling Data

## Objectives

- Apply themes and styles.
- Format cells.
- Insert and resize an image.

*Randall works for an environmental agency that consults with municipal solid waste companies, to help them better manage waste by implementing environmentally sound practices. His department is working on a recycling program designed to reduce the number of telephones, computers, and cell phones thrown away every year. Randall's supervisor asks him to gather 2006-2007 data on the recycling rates for electronic products for comparison with current rates. Randall needs to format the data attractively in a worksheet for an upcoming conference.*

1. Open **EX Project 13.xlsx** from the folder containing your data files, and save it as **Recycling Electronics XXX.xlsx** (replace XXX with your initials).
2. Type **Total** in cell A9. Bold and right-align the text, and change the font size to 12.
3. In cell B9, display the sum of the values in cells B6:B8, and then use the fill handle to copy the formula to cells **C9:D9**.
4. Center and bold the data in **B9:D9**, and change the font size to 12.
5. Apply the *Metropolitan* theme to the workbook.
6. Change the cell style in cell **A1** to Title
7. Change the cell style in cells A2:E2 to heading 1.
8. Change the cell style of ranges B4:E5 and A6:A8 to **Accent1**, and change the font size to 12. **\*\*NOTE – How do you select more than one set of cells in different areas?**
9. Insert a picture that looks like:  

10. Resize the image so its **height is 3” and its width is 2.66”**, and then center it at the bottom of the worksheet so it displayed approximately within the range **B6:D24**.
11. Create an outline around certain cells – (a) select cells **B4:B5**, then right click on select Format Cells (b) click the Border tab (c) select line style first - under Line Style (chart on left side), click the line that is second column, fifth one done (d) click the Outline button – an example of your border will be shown in the box ( e ) click OK
12. Repeat this process for cells **C4:C5** – then cells **D4:D5** – then cells **E4:E5**
13. Do the same process for cell **A6** and then STOP – **A6** now has an outline around it.
14. Use the Format Painter to format the next two cells. To use the **FORMAT PAINTER**: (a) select cell A6 – in the upper section of the ribbon bar, in the **CLIPBOARD** ribbon click the paint brush **FORMAT PAINTER** (b) your cursor is now a white plus sign with a paint brush – click one on cell A7 – repeat this process for cell A8
15. Save in shared folder AND in My Documents on your computer.