

## Microsoft EXCEL Module 13 - Creating & Formatting Data

## Module 13 Exercises

Inside the Module 13 folder there is an Excel file called 'EcoRenew Ltd Exercises'. Please use this file to complete the following Exercises.

- 1. Combine the 'First Name' and 'Last Name' data ranges into a new column. Ensure that the Last name is first in the column followed by a comma (,) a space and then the first name.
- 2. Create a custom number format in the 'Employee Number' data range. Add a Text string at the beginning that includes 'ERL 0' and a Text String at the end that includes '/A'.
- 3. Apply Conditional Formatting to the Type Coverage column. Use the Data Bars and a solid green fill.
- 4. Create a Custom Cell Style. The style should include Bold text, a custom Date format that follows this rule 'Jan 2014', a light pink background and a border. Apply this Cell Style to the 'Projected End' data range.

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