



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.