



## Module 1 Exercises

Inside the Module 1 folder there is an Excel file called 'Excel Exercises Module 1'. Please use this file to complete the following Exercises.

1. Open the file either using a shortcut or by navigating to it through the 'My Programs' list.
2. Once the file has been opened, change the zoom to '100%'.
3. In Cell A1 (or the very first Cell), change the font to 'Calibri'.
4. Select Column 'C' and remove the Italics formatting for the entire Column.
5. Select Row '6' and remove the Bold formatting from the entire Row.
6. Select the entire Cell Cluster and change the Cells to another colour.
7. Select the Cell Cluster and Merge the Cells.
8. Save the Excel file with the following Filename - 'Exercise 1 Complete'.
9. Close Excel.