



### Module 5 Exercises

Inside the Module 5 folder there is an Excel file called 'Excel Exercise Module 5'. Please use this file to complete the following Exercises.

1. Open the Excel Exercise Module 5 file.
2. Change the Column Headings to Verdana, 14, Bold and any shade of Blue.
3. Wrap Text and Align all the Headings to the right (Except for A1)
4. Format the City names with Bold and Italics.
5. Widen Columns C and G.
6. Insert a Row at the top and Merge and Centre with a Title of 'Agencies'.
7. Adjust the Size, Colour, Shading and Font of the new Heading.
8. Decrease the decimal point to zero for the values in Column F.
9. Apply a Euro Currency Format to the values in Column G (no decimal places).
10. Enhance the data with suitable borders.
11. Save the file to the Desktop with the Filename 'Cities 1'.