# 1.3

Create a Workbook, Enter Data, Apply Formatting, and Print Preview

In this exercise, you will create a new workbook, enter data, format text and numbers, format cells, and prepare your file for printing.

1. Create a new workbook named: **EX-1.3-Travel Plan**
2. Enter this data:

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | B | C |
| 1 | **New Zealand Trip** |  |  |
| 2 | **Penelope Morgan** |  |  |
| 3 | **Expense** | **Amount** | **Percent** |
| 4 | **Airfare** | **3000** | **0.324324** |
| 5 | **Hotel** | **2000** | **0.216216** |
| 6 | **Meals** | **1000** | **0.108108** |
| 7 | **Cruise** | **1500** | **0.162162** |
| 8 | **Tours** | **500** | **0.054054** |
| 9 | **Souvenirs** | **300** | **0.032432** |
| 10 | **Travel Insurance** | **50** | **0.005405** |
| 11 | **Car Rental** | **400** | **0.043243** |
| 12 | **Tips** | **200** | **0.021622** |
| 13 | **Incidentals** | **300** | **0.032432** |
| 14 | **Total** | **9250** |  |

1. Merge and center the **range A1:C1** and the **range A2:C2**.
2. Increase the font size of the title to **16 points** and the name to **14 points**.
3. Change the font style of the entire worksheet to **Verdana**.
4. Set the titles in **row 3** with bold formatting and with **12-point** font.
5. Adjust the width of **column A** to **23.20** and **columns B–C** to: **12**
6. Adjust the row height for **rows 3–14** to: **18**
7. Format **cells B4 and B14** with the **Accounting** number format and no decimal places.
8. Format the **range B5:B13** with the **Comma** number format and no decimal places.
9. Format the **range C4:C13** with the **Percentage** number format.
10. Add a bottom border to **cell B13**.
11. Change the text and fill color as you like.
12. Save and close the file.

