# 1.2

Format, AutoFill, and Column Widths

In this exercise, you will add formatting enhancements, and use AutoFill. You will also adjust column widths and row heights.

1. Open **EX-1.1- -Q1 Budget** and save it as: **EX-1.2 Q1 Budget Totals**
2. Format the **range B4:E11** with the **Currency** number style and no decimals.
3. AutoFill the remaining two months of the quarter.
4. Set the **range B3:E3** in bold and italic and center align the text.
5. Merge and center the title across the **range A1:E1**, change the font size to **16 points**, and add bold formatting.
6. Apply bold formatting to the expense item labels.
7. AutoFill the Mortgage and the Auto Loan values for **February** and **March**.
8. Adjust **column A** so none of the item labels are cut off.
9. Adjust the width of **columns B–E** to: **11**
10. Adjust the height of **rows 4–11** to: **18**
11. Enter today’s date, using the format MM/DD/YYYY, in **cell G1**.
12. Add fill to the Total values column using **White, Background 1, Darker 15%**.
13. Compare your work to this example. Correct any mistakes then save and close your file.

*The date in cell G1 is intentionally blurred. Your file should show today’s date.*

