# Additional Apply Your Skills 1.1

Create a New Worksheet, Enter Data, and Save

In this exercise, you will create a new worksheet, edit entries, and rename the worksheet.

1. Open **AAYS\_1E**.
2. Click the **+** sign at the bottom of the worksheet to open a new sheet.
3. Create the worksheet shown in the following illustration.

 

1. Right click on the Sheet Tab and rename it to **Budget Q1-2020**.
2. Replace the January value of *Fun* with **200**.
3. Replace the label *Fun* with **Dining**.
4. Click on **cell A1** and type your name.
5. Cancel your data entry into cell A1 before entering it.
6. Save the workbook and close the file.

# Additional Apply Your Skills 1.2

Format, AutoFill, Simple Formula, and Column Widths

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

1. Open **AAYS\_1E**
2. Open **Budget-2020** and rename it as **Budget\_Format 1**.
3. Format the **range B4:E11** as **Currency** style with no decimals.
4. **AutoFill** the remaining two months of the quarter.
5. Apply italics and center alignment to the **range B3:E3**.
6. Merge and center the title across the **range A1:E1**.
7. Change the font size of the title to **16 pts**.
8. Apply bold formatting to the title, month, and expense-item labels.
9. **AutoFill** the Mortgage and the Auto Loan values for February and March.
10. Create a formula to add the Q1 values for Mortgage in **cell E4** and then use **AutoFill** to copy the formula down to **row 11**.
11. Adjust **column A** so none of the item labels are cut off.
12. Adjust the height of **rows 4 through 11**.
13. Enter today’s date (using the format MM/DD/YYYY) in **cell G1**.
14. Add shading to the Total values using **White, Background 1, Darker 15%**.
15. Compare your work to the screen shot on the next page. If necessary, correct any mistakes and then save and close your file.



# Additional Apply Your Skills 1.3

Use the BEDMAS Rule in Formulas

In this exercise, you will create formulas using the BEDMAS rule.

1. Open the **Ground Ship** worksheet
2. Follow these guidelines to complete the following worksheet:



* Enter the text entries as shown. Enter the numbers in **column B** and the percentages in **cells C3 and D3**.
* In **column C**, beginning with **cell C7**, enter formulas for each row to calculate the discounted price using the discount rate per pound of 8 percent in **cell C3**. Your formula must subtract the discount rate in **cell C3** from 1. The generic formula is Discounted Price =
Full Price \* (1 - Discount Rate per Pound).
1. In **column D**, beginning with **cell D7**, use a formula to calculate the discounted price for each row using the discount rate per pound of 10 percent in **cell D3**.
2. Merge and center **cells A1:D1**.
3. Apply a bottom border to **cells** **A6:D6**.
4. Center the cells in the **range** **B5:D6**.
5. Compare your work to the screen shot on the next page. If necessary, correct any mistakes and then save and close your file.

