**Directions:**

1. Using Microsoft Excel, create a new Blank workbook.
2. Save the file as *Period#LastName\_BuyingaCar* to your Excel folder on Cobra.
3. Insert a header with your Name and File Name.
4. Insert a footer with the date
5. In Cell A1 type the following: **Top 14 Used Cars for Teens Including Insurance Premiums**
6. In Cell A2 type: **Ranking**
7. In Cell B2 type: **Make**
8. In Cell C2 type: **Model**
9. In Cell D2 type: **Estimated Insurance Premium**
10. Make the following formatting changes:
	1. Insert a blank row above row 2
	2. In the new A2 cell, type: **By: Your Name**
	3. Merge and Center Cells A1:D1
	4. Apply the Title cell style to Cell A1
	5. Using the formatting painter, copy the formatting from A1 to A2.
	6. Change the cell style to A2 to Heading 2
11. In the Styles group on the Home Tab, select *Format as a Table*. Choose *Table Style Medium 16* form the list.
	1. Select the range A3:D17
	2. Make sure you check “My table has headers”
12. Key the data below into the table:

|  |  |  |  |
| --- | --- | --- | --- |
| Ranking | Make | Model | Estimated Insurance Premiums |
| 1 | Ford | Taurus | 3322 |
| 2 | Honda | Accord | 3334 |
| 3 | Ford | Fusion | 3494 |
| 4 | Scion | xB | 3506 |
| 5 | Subaru | Legacy | 3518 |
| 6 | Volkswagen | Jetta | 3524 |
| 7 | Audi | A3 2.0T | 3622 |
| 8 | Toyota | Corolla | 3656 |
| 9 | Subaru | Impreza 2.5i | 3732 |
| 10 | Honda | Civic | 3738 |
| 11 | Ford | Focus Coupe | 3800 |
| 12 | Volkswagen | Rabbit | 3974 |
| 13 | Honda | Fit Sport | 3976 |
| 14 | Mitsubishi | Lancer GTS | 4392 |

1. Select the range D3:D17
	1. Change the number formatting to Accounting Number Format.
	2. Decrease the decimal twice (no decimals should show).
2. From the Estimated Insurance Premium drop-down menu, sort the table Largest to Smallest.
3. Apply a conditional formatting - data bar of your choice to the Estimated Insurance Premiums column.
4. Save again and copy completed file to our ClassHandin folder.