Open **Excel Review** from my website and save as “**LastName\_ExcelReview**” to your Excel folder.

**Complete the following instructions:**

1. Merge and Center the title “Advertising Expenses” over the data
2. Change the format of the dates in *Column B* to this style: 3/14/01
3. Change the format of the numbers in *Column D* to Accounting with 2 decimals
4. Enter a formula in *F4* that takes Cost \* Quantity
	1. Fill Down
5. Enter appropriate formulas in cells *D14:D17*
	1. Fill Across
6. Format *D14:D18* and *F14:F18* to Accounting with 2 decimals
7. Format *E14:E18* to General Format with no decimals
8. Center all Column Titles in *Row 3*
9. Change the size of *Column C* so that you can read all the data (auto fit)
10. Delete *Row 9*
11. Insert a Row above *Row 6* with the following data:
	1. **Signs – 1/15//10 – BOSS Inc. – 50 – 25 – Formula** (don’t type formula – enter or copy formula needed for this cell)
12. Rename *Sheet 1* – “**Advertising**”
13. Apply a Tab Color to *Sheet 1 (Advertising)*
14. Type **5%** in Cell *G1*
15. In Cell *G3* type the title “**What If?**”
16. In Cell *G4* enter a formula that takes the **Est. Cost + Est. Cost \* the 5%** increase that you entered in G1 (G1 should be an absolute cell reference)
	1. Fill Down
17. Change the Font Size of the title “Advertising Expenses” to 18
18. Change the Font Style of the title “Advertising Expenses” to Times New Roman
19. Apply a Light Shade background to the title “Advertising Expenses”
20. Apply a bottom border to *D13:F13*
21. Apply conditional formatting to the *Quantity Data column* that is Greater Than 20 (use Light Red Fill with Dark Red Text)
22. Apply Blue Data Bars to the data in *Est. Cost column*
23. Insert a Column Chart with the data in cells *A3:A13 and E3:E13*
24. Make sure the chart has a Title and BOTH Horizontal and Vertical Axis Titles
25. Delete the Legend as you don’t need it for this chart
26. Drag the chart to the right of the data
27. Insert a Pie Chart that shows the *Type and Cost Each*
28. Make sure the Chart has an appropriate Title
29. Explode one piece of the pie chart about 30%
30. Move the chart below the data
31. Make sure the entire spreadsheet and charts all fit on one age in Landscape orientation
	1. *HINT: Print Preview – Page Set Up – Landscape – Fit to One Page*
32. Insert a Header with your *Name* in the Upper Left and *Excel Review* in the Upper Right
33. Save
34. **Print for credit!**