

## EXCEL #3: Car Prices

### Formatting Cells & Sorting Data




1. Create a new Excel workbook.
2. Save as LastName First Initial Formulas.
3. Rename the **Sheet1** tab to **Car Prices** and insert a header with the title **Car Prices**.
4. Give the tab a color.
5. Apply the following column width changes: (Right-Click>Column Width)
  - a. Column A – 23.71
  - b. Column B – 16.00
  - c. Column C – 11.14
  - d. Column D – 25.00
6. Select the entire worksheet and change the font to **Times New Roman, 12**.
7. Enter the labels and values below:

	A	B	C	D
1	Speedies Exotic Cars			
2	If the car is expensive, we've got it!			
3				
4	Car	Price	Tax	Total
5	Mclaren P1	1150000		
6	Corvette ZR1	114595		
7	Dodge Viper	102485		
8	Porsche 918 Spyder	845000		
9	Ferrari F12 Berlinetta	315888		
10	Bentley Continental GT	198600		
11	Lamborghini Gallardo	209900		
12	Maserati Gran Turismo	138500		
13				



8. Select cell A4 and format the text as follows:
  - a. Font Style – Copperplate Gothic Light
  - b. Font Size – 16 Pt
  - c. Bold
  - d. Select cell A4 and choose the Format Painter. Apply the formatting to the rest of the headings.

(Clipboard group )

9. Select the car prices (B5:B12) & format as **Currency**.(Home>Number>Currency)

10. Select rows 5 – 12.

- a. Adjust the row height to 30.00 (Right-Click>Row Height)

11. Select the car and the price (A5:B12), and **Middle Align**.

12. Sort the information so the prices go from most expensive to least expensive.

- a. Select the car and the price.

- b. Data>Sort & Filter>Sort>Sort by Column:Price>Order:Largest to Smallest

13. Change the **font size** of Speedies Exotic Cars to **20 pt**.

14. In row 14, add the text, “**If you have the need for speed, come to Speedies!**”

- a. Change the **font size** to **16 pt**.

- b. **Merge & Center** A14:E14

15. In cell E4, type “**Want to Buy**”.

- a. Home>Alignment Tab>Wrap Text

- b. Place an X next to the car you would most like to buy, align **Center** and **Middle**.

16. Save

