

Project 2-3: Working with Rows

In this exercise you will work with several rows of data at once.

1. Open the project file **2-3-source** and save it as **project_2-3_rows**.
2. Select row 1 by clicking on the row label "1." Apply boldface formatting to the row (**Ctrl+B**).
3. Freeze row 1 (**View > Freeze Panes > Freeze Top Row**).
4. Select row 23. Right click the label and select **Insert Row**.
5. Insert three more empty rows in the same spot.
6. Select row 31 and Copy its contents.
7. Select row 23 and Paste the clipboard contents.
8. Change the contents of cell C23 to **March total**.
9. Select cell D23. Click in the Formula bar. Drag the handles of the blue bounding box to change the selected cell range to **B2:B22**. Press **Return**.
10. Select the column C heading and click **Home > Cells > Format > AutoFit Column Width** to resize the column.
11. Select rows 2 through 22. Right click in the selected range and choose **Hide**.
12. Repeat step 11 for rows 27 through 30 (the April data).
13. Save and close your document.

Project 2-4: Rows and Columns

In this exercise you will reformat rows and columns in a worksheet.

1. Open the project file **2-4-source** and save it as **project_2-4_columns**.
2. Click and drag to select the labels for rows 26 and 31 (and the hidden rows between). Right click one of the labels and select **Unhide**.
3. Click and drag to select the headings for columns C and D.
4. Press **Ctrl+X** to cut.
5. Click the heading for column E and press **Ctrl+V** to paste.
6. Select cells **A27:A30**. From the **Home > Number group**, select **Short Date** from the drop-down menu. Note that applying the Date data format to the whole column would mislabel the header cell as a Date.
7. Save and close your document.