**sam**

# Courtney Swink
SUBMISSION #1 | SCORE IS: **100** OUT OF **100**

GE ver. 12.0.0-rc0000

**1.** Titus Allison is a loan officer with First Mittagong Community Bank. Titus is adding formatting to the workbook he uses to track interest rates to increase its usability.
Change the theme of the workbook to **Office**.    **6/6**

✓ Change the workbook theme.

**2.** Switch to the *Mortgage* worksheet, then format the headings. Merge and center the range A1:D1. Apply the FM Heading cell style to the merged cell.    **6/6**

✓ Merge and center a range.
✓ Apply a cell style.

**3.** Merge and center the range A2:D2. Apply the FM Subheading cell style to the merged cell.    **6/6**

✓ Merge and center a range.
✓ Apply a cell style.

**4.** Format the effective date information. For the range A4:B4, apply the Note cell style. For cell A4, apply italic to the text and align right. For cell B4, change the date format to day-month-year (e.g., 21-Nov-21).    **6/6**

✓ Apply a cell style.
✓ Change the font style.
✓ Align cell content horizontally.
✓ Change the number format.

**5.** Format the mortgage rate table. For the headings in A6:D6, center and bold the text, then change the font color to Blue-Gray, Text 2 (4th column, 1st row of the Theme Colors palette). Merge and center the range A7:A9.    **6/6**

✓ Align cell content horizontally.
✓ Change the font style.
✓ Change the font color.
✓ Merge and center a range.

**6.** Copy the formatting of the merged cell in the range A7:A9, then paste the formatting in the range A10:A18 to create three more merged cells.    **7/7**

✓ Copy and paste formatting.

**7.** In the range B7:B18, apply the Percentage number format with two decimal places, then copy this format to the range D7:D18.    **7/7**

✓ Change the number format.
✓ Copy and paste formatting.

**8.** In the range C7:C18, apply the Number number format, then increase the decimals to show three decimal places.    **7/7**

✓ Change the number format.
✓ Update the number of decimal places.

**9.** Change the background color of the range A7:D9 to Green, Accent 6, Lighter 80% (10th column, 2nd row of the Theme Colors palette).    **7/7**

✓ Change the fill color of a range.

**10.** Copy the formatting of the range A7:D9, then paste the formatting in the range A13:D15.    **7/7**

✓ Copy and paste formatting.

**11.** In the range A6:D18, add a border around all cells using the All Borders option.    **7/7**

✓ Add a border to a cell/range.

**12.** Switch to the *Money Market* worksheet. For the range A1:D1, merge and center the contents and apply the custom cell style FM Heading. For the range A2:D2, merge and center the contents and apply the custom style FM Subheading.    **7/7**

✓ Merge and center a range.
✓ Apply a cell style.
✓ Merge and center a range.
✓ Apply a cell style.

**13.** Copy the content and formatting from the range A4:B4 in the *Mortgage* worksheet, then paste them on the range A4:B4 in the *Money Market* worksheet.    **7/7**

✓ Copy and paste formatting.

**14.** To format the money market rate table, for the range B7:B11, apply the Currency number format with two decimal places, then repeat for the range C7:C10. For the range D7:D11, apply the Percentage number format with two decimal places.    **7/7**

✓ Change the number format.
✓ Update the number of decimal places.
✓ Change the number format.
✓ Update the number of decimal places.
✓ Change the number format.
✓ Update the number of decimal places.

**15.** Change the tab color of the *Mortgage* worksheet to Purple (10th column of the Standard Colors palette). Change the tab color of the *Money Market* worksheet to Dark Red (1st column of the Standard Colors palette).    **7/7**

✓ Change the color of a worksheet tab.
✓ Change the color of a worksheet tab.