Unit C Review

**Directions:** Answer all of the following questions regarding Unit C of your textbook. Tell me how you would do each of the following tasks in Excel.

1. Format column C for the Accounting number format with no decimal places

2. Merge and center the range A1:J1

3. Change the width of column H to 13

4. Insert a new row **above/before** row 8

5. Delete column F

6. Add a comment to cell B3

7. Conditionally format the range G4:G30 to green fill with dark green text if the value is between 4000 and 6000

8. Change the color of the Sheet1 tab to red

9. Fit the worksheet to 1 page wide by 1 page tall

10. Use the Autofit feature to adjust the width of column C

11. Add a 12.5% grey pattern style to cell C23