

Session 4: Exercise

- 1 Open *House Mortgage* from your sample files folder.
- 2 Merge and center cells B3:J3.
- 3 Apply the Title style to cell A1, the Heading 1 style to cell B3, the Heading 3 style to cells A4:J4 and the Heading 3 style to cells A10:C10.
- 4 Apply the Heading 4 style to cells A5:A8 and cells A11:A15.
- 5 Apply the percentage style to cells B4:J4.
- 6 Apply the comma style to cells B5:J8.
- 7 Apply the percentage style to cells B11:C15 and then increase decimals to one place.
- 8 Type the word *Average* into cell A16 and use the Format Painter to match the formatting to that of the cell above (A15).
- 9 Horizontally right-align the text in cell A16.
- 10 Use AutoSum to place an average function into cells B16 and C16.
- 11 Place a thin black border beneath cells A15:C15.
- 12 Apply a 20% Accent 1 cell style to cells B4:J4 and B10:C10.
- 13 Change the theme to Foundry and adjust the width of column A so that all text is displayed.
- 14 Save your work as *House Mortgage-1*.

	A	B	C	D	E	F	G	H	I	J
1	House Mortgage Monthly Payments - 25 year term									
2										
3		interest rate								
4	House Value	2%	3%	4%	5%	6%	7%	8%	9%	10%
5	50000	211.93	237.11	263.92	292.30	322.15	353.39	385.91	419.60	454.35
6	100000	423.85	474.21	527.84	584.59	644.30	706.78	771.82	839.20	908.70
7	150000	635.78	711.32	791.76	876.89	966.45	1,060.17	1,157.72	1,258.79	1,363.05
8	200000	847.71	948.42	1,055.67	1,169.18	1,288.60	1,413.56	1,543.63	1,678.39	1,817.40
9										
10	Historical Base/Prime Rates	UK	USA							
11	1990	14.8%	7.3%							
12	1995	6.7%	5.5%							
13	2000	6.0%	5.5%							
14	2005	4.7%	2.3%							
15	2008	5.0%	2.0%							
16	Average	7.4%	4.5%							

House Mortgage

If you need help
slide the page to
the left

