

Task 1

Format 1

20-Feb-2011

2/20/2011

Format 2

Jan

Mortgage/Rent

£400.000

Format 3

3:05:00 AM

3:05

Format 4

3.2

3

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Format 5

Maths KS2 subs KS2 Dec

Yr 10 Mock Foundation Paper 1 Dec 2015

Yr 10 Mock
Foundation Paper
2 Dec 2015

Yr 10 Mock Foundation Paper 3 Dec 2015

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4.1

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What is wrong with the formatting? How could the formatting be improved?

Correct the formatting

Task 1

	Monthly outgoings £					Total	Average
	Jan	Feb	Mar	Apr	May		
Mortgage/Rent	400	435	336	141	124	1436	287.2
Electricity	239	199	156	132	367	1093	218.6
Gas/Oil	36	485	69	54	472	1116	223.2
Water/Sewer/Trash	482	225	463	50	88	1308	261.6
Phone	119	274	184	173	494	1244	248.8
Cable/Satellite	445	398	217	407	331	1798	359.6
Internet	196	464	139	136	287	1222	244.4
Furnishings/Appliances	435	297	193	77	134	1136	227.2
Lawn/Garden	96	248	266	485	337	1432	286.4
Home Supplies	461	472	192	92	360	1577	315.4
Maintenance	233	451	152	98	230	1164	232.8
Improvements	257	339	318	36	328	1278	255.6
Other	494	103	201	146	212	1156	231.2
Total	3893	4390	2886	2027	3764		

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Task 3

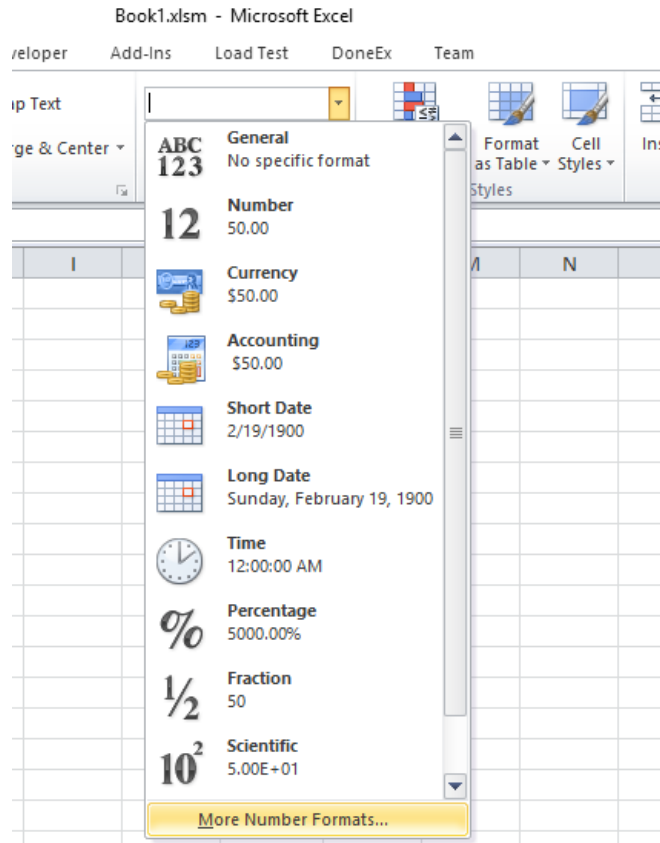
HOME EXPENSES	£ Home Expenses (pm)													£ Home Expenses Summary (pm)		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Avg	Min	Max
Mortgage/Rent	10	238	418	289	349	365	115	108	265	105	280	188	2730	227.5	10	418
Electricity	161	152	9	232	190	198	92	285	143	68	448	491	2469	205.75	9	491
Gas/Oil	426	136	140	324	476	219	80	295	112	109	299	72	2688	224	72	476
Water/Sewer/Trash	362	290	447	411	382	122	207	168	309	70	6	50	2824	235.3333	6	447
Phone	361	334	238	278	53	258	13	340	113	174	13	192	2367	197.25	13	361
Cable/Satellite	485	430	102	204	388	52	362	110	227	305	157	77	2899	241.5833	52	485
Internet	216	112	32	118	248	195	130	331	272	366	23	380	2423	201.9167	23	380
Furnishings/Appliances	229	219	205	216	63	124	133	275	63	418	121	370	2436	203	63	418
Lawn/Garden	40	354	47	391	152	133	365	482	106	75	419	231	2795	232.9167	40	482
Home Supplies	330	153	257	328	423	159	423	217	359	481	209	345	3684	307	153	481
Maintenance	4	398	452	399	265	43	327	91	8	338	212	181	2718	226.5	4	452
Improvements	113	126	473	393	154	85	254	365	498	149	306	288	3204	267	85	498
Other	342	108	134	382	110	381	24	330	413	356	100	301	2981	248.4167	24	413
Total HOME EXPENSES	3079	3050	2954	3965	3253	2334	2525	3397	2888	3014	2593	3166	36218			
% of Total Expenses	0.17	0.168	0.163	0.219	0.18	0.129	0.139	0.188	0.159	0.166	0.143	0.175				

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Correct the formatting

Task 4

How to access the formatting options for a cell



Can you find
another way to
access the
formatting options
for a cell?