Open the workbook contained in the folder shown above.

Make the following formatting changes:

* Insert a few extra blank rows at the top and then type in the new title shown below
* Format the font, size and colour of the title and add underlining



*The new title at the top of the worksheet*

* Change the font and colour of the titles on row 4
* Increase the row height of row 4 and make it top aligned

Row 4 before the alignment changes

*Row 4 before the alignment changes*

After the alignment changes

*Row 4 after the alignment changes*

* Make everything in the 'Call ID' and the 'Date' columns centre aligned
* Select the whole of column D (click on the column letter) and add text wrap so that you can see all of the longer text entries

|  |  |
| --- | --- |
| *https://www.wiseowl.co.uk/files/exercise-images/e4540/i4.gif* | *https://www.wiseowl.co.uk/files/exercise-images/e4540/i5.gif* |
| *The column is too narrow* | *Word Wrap solves the problem* |

* Click in the middle of the worksheet and press **CTRL + A** to select it all, then add borderlines everywhere (apart from on the title at the top)
* Add light yellow shading to the titles on row 4 so that they look similar to this:

New shading on titles

*You don't have to choose yellow shading*

Your finished example should look something like this:



*Your workbook doesn't have to look exactly the same as this!*

Use **File - Save As...** to save the file in your work folder with this new name:

**Formatted Catalog Orders**