Open the workbook called:    **Plain telephone call stats**from the folder shown above.

Make the following formatting changes:

* Insert some extra rows at the top and type in the title
* Format the font, size etc of the title
* Change the row heights to space them out more
* Change the vertical cell alignment of these rows to centred
* Insert more rows between the titles and first row of data and before the totals
* Format the "Calls per Hour" figures to show only 2 decimal places
* Format the " Bonus" figures to show the £ sign and 2 decimal places
* Change the column widths
* Line up the column titles with the numbers on the right
* Add borders, gridlines and shading as desired!

*Don't forget to use:****Format Cells...    Number****to add the £ sign right next to the number****s.***

Your formatted example will look something like this:



*Yours does not have to look exactly like this*

Save the workbook with the new name:     **Formatted telephone call stats**