Open the workbook contained in the folder shown above.

Make the following formatting changes:

* Press **CTRL + A** to select the whole table and add borderlines
* Select just the titles on row 1 and add shading as shown below:



*The worksheet before the borderlines and shading are added*



*Looking better already!*

* Change the column width of column F and centre everything in this column
* Select all of column E (click on the column letter) and add wordwrap so that you can see all the longer text entries in this column
* Make column D wide enough to fit the longest text (double-click the column width icon on the line to the right of column D)

Columns D, E and F should now look much better:



*You can now see all the text in columns D and E*

* Insert 3 new rows at the top of the worksheet and add the title shown below
* Change the font, colour and size of the title and add underlining



*Feel free to choose a more exciting font and colour!*

* Change the colour and font size of all the titles on row 4 to enhance them so that your worksheet now looks something like this:



*Much better than the original plain worksheet!*

Use **File  Save As...**  to save the workbook with the new name:

**Formatted Interview Data**