Open the workbook called:    **Plain Toys**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 all the numbers except the Q Ordered column to show £ and 2 decimal places
* Change the column widths
* Line up the column titles with the numbers on the right
* Centre everything in the Q Ordered column
* Add borders, gridlines and shading as desired!

*Don't forget to change 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 Toys**