

Lesson 4.1

Unit 4: Working with Numbers & Formulas

Top Grossing Movies

Formatting Numbers

Lesson Overview

You have decided to watch some movies and want to only watch the top movies to date of the current year. A quick search allows you to make a list of the top 15 movies and helps you to organize your viewing schedule.

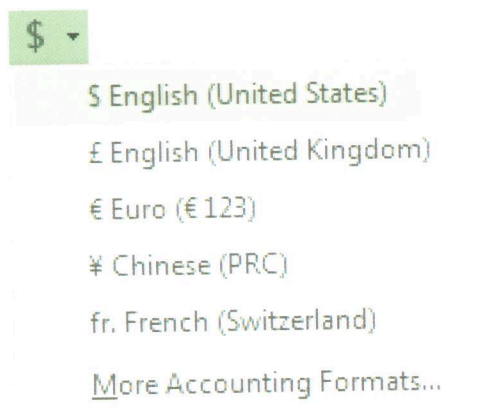
In this lesson, you will create a new worksheet containing the information about the top grossing movies as of September 1, 2013. You will then learn to format the numbers in your worksheet.

Tools & Terms You'll Use

Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.

Accounting Number Format:

Use this option to format numbers as Dollars, Euros or other currency.



Percent Style:

Use this icon to format numbers as a percent.



Comma Style:

Use this icon to format numbers with a thousands separator.



Increase Decimal:

Use this icon to show more decimal places for a more precise value.



Decrease Decimal:

Use this icon to show fewer decimal places for a more precise value.

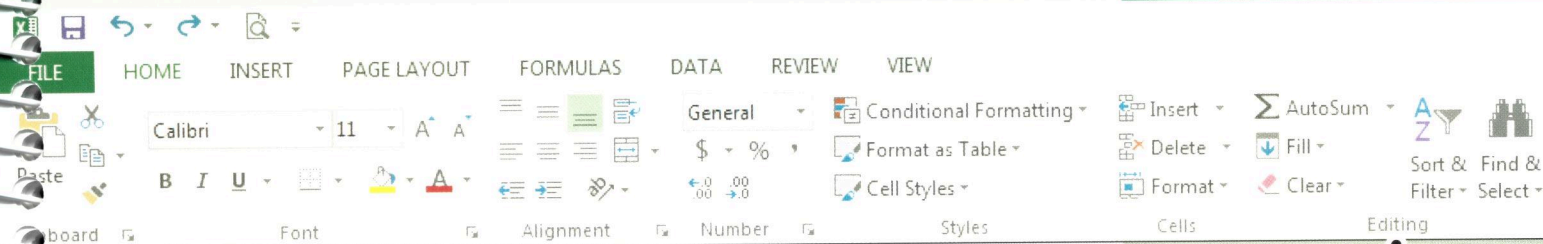


Clear All Formatting:

Use this icon to remove all formatting (such as bold, italics, underline, and strikethrough) from the selection, leaving only the normal, unformatted text.

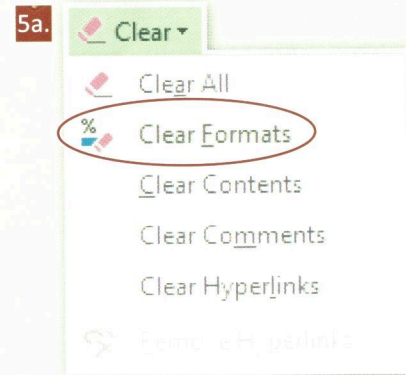
New Skills

- Applying Accounting Number Format
- Applying Percent Style
- Applying Comma Style
- Applying Increase/Decrease Decimal
- Clearing All Formatting



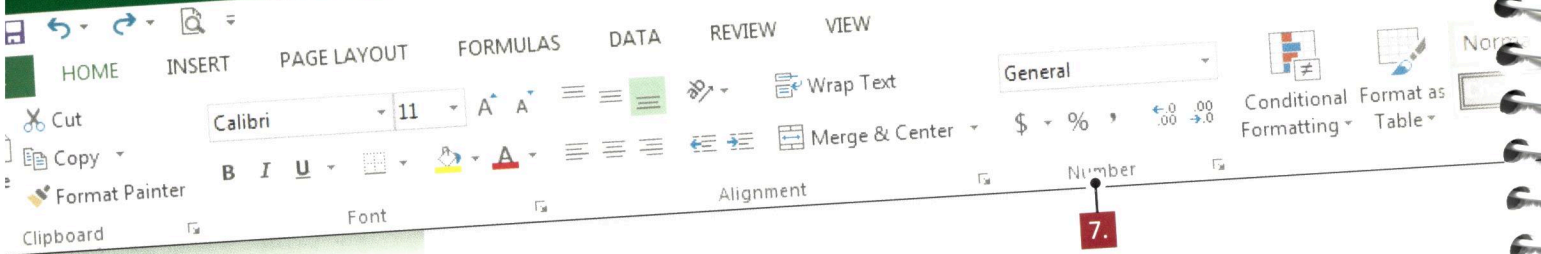
Instructions






1. Using Microsoft Excel 2013, create a new Blank workbook.
2. Save the file as *4.1 Top Grossing Movies* in your **My Excel Projects** folder.
3. Key the data as shown in *4.1 Source Doc. A*.
 - ➡ *Note: Unless otherwise noted, resize the column widths to fit cell contents.*
4. Make the following formatting changes:
 - a. Change the margins to Narrow
 - b. Insert a blank row before row 2
 - c. Change the font of cells A1 through F18 to Times New Roman, bold, and italic
5. From the **HOME** tab, **Editing** group, do the following:
 - a. Select cells A1 through F18. Then, using the **Clear All Formatting** tool, clear the previously applied formatting to cells A1 through F18
6. Make the following formatting changes:
 - a. Right align cells A3, D3, E3, and F3
 - b. Change the font size of cell A1 to 16
 - c. Merge and center cells A1 through F1
 - d. Change the font size of row 3 to 14
 - e. Change the font color of row 1 to blue
 - f. Change the height of row 1 to 36
 - g. Center align column A



Lesson 4.1

Formatting Numbers



7. From the **HOME** tab, **Number** group, do the following:
 - a. Select column D and format as **dollars** using the **Accounting Number Format** 
 - b. Select column E and format with a **thousands separator (comma)** 
 - c. Select column E and **decrease the decimal** twice 
 - d. Select column F and format as a **percent** 
 - e. Select column F and **increase the decimal** once 
8. Proofread your work for accuracy and format, then resave the file.
9. Select all cells containing data and Print Preview your worksheet.
10. Your worksheet should look similar to 4.1 Source Doc. B.
11. Print a copy if required.

4.1 Source Doc. A

	A	B	C	D	E	F
1	2013 Domestic Gross Revenue as of September 1, 2013					
2	Rank	Movie Title	Studio	Total Gross	# Theaters	% of Total
3		1 Iron Man 3	Buena Vista	408834393	4253	1
4		2 Despicable Me 2	Universal	354699250	4003	0.968
5		3 Man of Steel	Warner Bros.	290650276	4207	0.999
6		4 Monsters University	Buena Vista	263568953	4004	0.982
7		5 Fast & Furious 6	Universal	238664225	3771	1
8		6 Oz The Great and Powerful	Buena Vista	234911825	3912	1
9		7 Star Trek Into Darkness	Paramount	228225160	3907	0.998
10		8 World War Z	Paramount	200286551	3607	0.99
11		9 The Croods	Fox	187116898	4065	1
12		10 The Heat	Fox	157305506	3184	0.986
13		11 The Great Gatsby (2013)	Warner Bros.	144840419	3550	1
14		12 Identity Thief	Universal	134506920	3230	1
15		13 The Conjuring	Warner Bros.	133896232	3115	0.974
16		14 Grown Ups 2	Sony	130019905	3491	0.973
17		15 The Wolverine	Fox	127822228	3924	0.965

Source: boxoffice Mojo.com

4.1 Source Doc. B

2013 Domestic Gross Revenue as of September 1, 2013

Rank	Movie Title	Studio	Total Gross	# Theaters	% of Total
1	Iron Man 3	Buena Vista	\$ 408,834,393.00	4,253	100.0%
2	Despicable Me 2	Universal	\$ 354,699,250.00	4,003	96.8%
3	Man of Steel	Warner Bros.	\$ 290,650,276.00	4,207	99.9%
4	Monsters University	Buena Vista	\$ 263,568,953.00	4,004	98.2%
5	Fast & Furious 6	Universal	\$ 238,664,225.00	3,771	100.0%
6	Oz The Great and Powerful	Buena Vista	\$ 234,911,825.00	3,912	100.0%
7	Star Trek Into Darkness	Paramount	\$ 228,225,160.00	3,907	99.8%
8	World War Z	Paramount	\$ 200,286,551.00	3,607	99.0%
9	The Croods	Fox	\$ 187,116,898.00	4,065	100.0%
10	The Heat	Fox	\$ 157,305,506.00	3,184	98.6%
11	The Great Gatsby (2013)	Warner Bros.	\$ 144,840,419.00	3,550	100.0%
12	Identity Thief	Universal	\$ 134,506,920.00	3,230	100.0%
13	The Conjuring	Warner Bros.	\$ 133,896,232.00	3,115	97.4%
14	Grown Ups 2	Sony	\$ 130,019,905.00	3,491	97.3%
15	The Wolverine	Fox	\$ 127,822,228.00	3,924	96.5%