

*Peach Advertising Company*  
*Employee List*

<i>Last Name</i>	<i>First Name</i>	<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>	<i>Salary</i>	<i>Date Hired</i>
Atwater	Mark	178 Pine Street	Marietta	GA	34779	\$47,000	10-Mar-05
Martin	Joseph	714 High Falls Dr.	Savannah	GA	39260	\$75,000	7-Jul-08
Mickle	Anne Marie	302 Buffy Circle	Helen	GA	35199	\$29,000	23-Oct-07
Hughes	Gregory	13 Buford Lane	Columbus	GA	31902	\$33,500	15-Feb-09
Jackson	Kimberly	136 High St.	Augusta	GA	33802	\$39,200	29-May-09
Williams	London	8825 Main St.	Savannah	GA	39260	\$26,500	3-Jan-07
Barber	Cody	90 1st St.	Savannah	GA	39260	\$73,200	15-Dec-07
Hinton	Catherine	13 Park St.	Savannah	GA	39260	\$68,000	24-Jan-09
Kennedy	Betty	2055 Georgian St.	Savannah	GA	39260	\$4,930	27-Nov-06
Moore	Blake	1835 Parker St.	Helen	GA	35199	\$49,500	26-Apr-09
Brady	Peter	910 Broadway Ave.	Marietta	GA	34779	\$50,000	24-Nov-07
Greer	Robert	443 Victoria Dr.	Marietta	GA	34779	\$45,000	12-Aug-09
King	Angie	514 Pascal Lane	Savannah	GA	39260	\$27,250	3-Dec-07
Porter	Nancy	792 Enterprise St.	Columbus	GA	31902	\$71,000	30-Mar-09
Davis	Andrew	207 Johnson Lane	Columbus	GA	31902	\$68,950	15-Oct-06

1. Key the spreadsheet above. Adjust columns widths as needed.
2. Merge and center the title. Format as shown in Arial 16, turquoise and underlined.
3. Merge and center the subtitle. Format as shown in Arial 14, turquoise.
4. Select the column headings, rotate counterclockwise, format to red.  
Add a thick blue border at the bottom of the cells.
5. Add cell styles for each of the following rows:
  - a. Marietta, 20%, Accent 2
  - b. Savannah, 20%, Accent 5
  - c. Helen, 20% Accent 3
  - d. Columbus, 20% Accent 4
  - e. Augusta, 20%, Accent 1
6. Change left margin to .60 and the right margin to .25.
7. Add footer with name at the left, date in center, and filename on right.