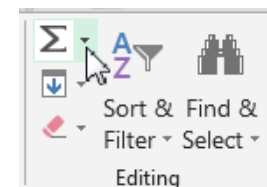


This project is designed to help you practice the skills that you learned in Excel classes 4-6.

To begin, open *Excel4-6Practice.xls* workbook. Follow the instructions step-by-step to create the spreadsheet that is attached to this instruction sheet.

- 1) Select the *FormulaSample* worksheet.
- 2) Select Cell G2; enter a formula to find out the total cost for row 2. (**Hint:** Multiply Units cell and Unit Cost cell.) Hit enter to see the result.
- 3) Select Cell G2 again; use Fill Handle or Auto Fill and copy the formula in G2 through G44.
- 4) Select the *Menu Order* worksheet.
- 5) In cell D4, enter a formula to find out the Sales Tax for row 4. (**Hint:** (Price * Quantity)* Sales Tax in E2. In your formula, remember to change the sales tax E2 from a Relative cell reference to an Absolute cell reference.)
- 6) Select cell D4 again. Use Fill Handle to copy that formula from D4 through D14.
- 7) Select cell E4. Use Fill Handle and copy the formula in E4 through E14. Your finished worksheet should look like the one attached titled "Menu Order".
- 8) Select *Catering Invoice* worksheet.
- 9) Select Cell B3. Enter a formula in B3 to link that cell and cell E15 from *Menu Order* worksheet.
- 10) Select *Excel Functions* worksheet.
- 11) Select Cell D18 and enter a formula to find out the summation of the Total Cost (Values in Column D) **Hint:** Use Excel Functions command in *Editing* group under the *Home* tab.
- 12) Select Cell C17 and enter a formula to find out the Average Price Per Unit (Values in Column C) – **Hint:** same as above
- 13) Select Cell B3 once and trace the dependent cells on that cell. Also find out the recurrent dependency of Cell B3. (**Hint:** you will have to click on Trace Dependents twice.) Remove all dependent arrows.
- 14) Select Cell D18 and trace the precedent cells on that cell. Also find out the recurrent precedent cells on Cell D18.
- 15) Select *ConditionalFormatting* worksheet. Apply Data Bars to highlight larger data in any color of your choice.
- 16) Freeze the top two rows (1 and 2) on the same worksheet so the row 2 will be always visible upon scrolling down. Unfreeze the panes.
- 17) Select the *Sorting* worksheet. Sort the data *by Region* then *by Rep*. Undo your sort.



- 18) Sort the data by the Payment column by *Color*. *Full* payment color (green) on top; followed by *Billed* color (yellow); then by *Overdue* color (red). Your worksheet should look like the figure titled *Sorting* on the attached sheet.
- 19) Use the *Filter* function and find out ONLY those rows with *Full Payment* from *Central* region. Your worksheet should look like the figure titled *Filtering* on the attached sheet. Clear all your filters.
- 20) Select *SplitData* worksheet. Split the column A *Employee* into two columns to split last names and first names in the column. (**Hint:** Be sure to insert a column after Column A before you split)
- 21) Select Cell A1 and rename as *First Name*. Select Cell B1 and rename as *Last Name*.
- 22) Select Cell I2 in the same worksheet. Combine the last name (Cell A2) and the first name (Cell B2) into one cell by using "&" or "Concatenate" in your formula. Copy that formula in Cell I2 through Cell I50 by using *Fill Handle*.
- 23) Add a new worksheet. Select Cell A1. Enter the value "Monday". Use fill handle and create the list of all weekdays in Column A.
- 24) In the same worksheet, create a Custom List (Bob, Dawn, Julie, MieMie) by using Excel Options. Then select Cell B1; start with the name "Julie" fill in a few rows below by using the *Fill Handle*. See how the newly created list shows up in order.
- 25) Go back to *SplitData* worksheet; Select cells B1 through E11 and insert a 3-D Clustered Column Chart in the worksheet. Change the Chart Title to "Employee Expense" in the Chart. Move the chart to a new sheet called "Chart 1".
- 26) Go back to *ConditionalFormatting* worksheet. Select cell H3. Insert a *Sparkline* to indicate the trend for cells B3:G3. Copy the *Sparkline* from cell H3 through H23 by using the *Fill Handle*. Mark the *High Point* and the *Low Point* on the sparklines.
- 27) Click on the *Names* worksheet. Select the entire Column A and create a name for the column A by using *Formulas>Create from Selection* in the *Defined Names* group. You can accept *Top row* name to be used as "name of the cells". Do the same for the *Pay Period* column C.
- 28) Select the *Timesheet* worksheet. In Cell D1. Create a drop-down list by using the name "Depts" done in step 27.
- 29) Select Cell G1 in the same worksheet. Create a drop-down list by using the name "Pay Period" done in step 27.
- 30) Select Cell A2 in *Timesheet* worksheet and enter a comment "Do we need a middle initial?"
- 31) Save your workbook by using the *Save As* function. Choose to save on your desktop and protect the workbook by using the password "sample".

Menu Order

Sales Tax				8.0%
Menu Item	Price	Quantity	Sales Tax	Total
Empanadas: Beef Picadillo	\$2.99	15	\$3.59	\$48.44
Empanadas: Chipotle Shrimp	\$3.99	10	\$3.19	\$43.09
Empanadas: Black Bean & Plantain	\$2.49	20	\$3.98	\$53.78
Tamales: Chicken Tinga	\$2.29	20	\$3.66	\$49.46
Tamales: Vegetable	\$2.29	30	\$5.50	\$74.20
Arepas: Carnitas	\$2.89	10	\$2.31	\$31.21
Arepas: Queso Blanco	\$2.49	20	\$3.98	\$53.78
Empanadas: Apple Cinnamon	\$3.19	40	\$10.21	\$137.81
Beverages: Horchata	\$1.89	25	\$3.78	\$51.03
Beverages: Lemonade	\$1.89	35	\$5.29	\$71.44
Beverages: Tamarindo	\$1.89	10	\$1.51	\$20.41
Total				\$634.66

9	7/29/13	East	Parent	Binder	67	15.99	1,079.13	Full
10	8/15/13	East	Jones	Pencil	35	4.99	174.65	Full
11	12/12/13	Central	Smith	Pencil	67	1.29	86.43	Full
12	12/29/13	East	Parent	Pen Set	74	15.99	1,183.26	Full
13	1/15/14	Central	Gill	Binder	46	8.99	413.54	Full
14	2/1/14	Central	Smith	Binder	87	15.00	1,305.00	Full
15	2/18/14	East	Jones	Binder	4	4.99	19.96	Full
16	8/7/14	Central	Kivell	Pen Set	42	23.95	1,005.90	Full
17	8/24/14	West	Sorvino	Desk	3	275.00	825.00	Full
18	9/10/14	Central	Gill	Pencil	7	1.29	9.03	Full
19	9/27/14	West	Sorvino	Pen	76	1.99	151.24	Full
20	10/14/14	West	Thompson	Binder	57	19.99	1,139.43	Full
21	10/31/14	Central	Andrews	Pencil	14	1.29	18.06	Full
22	3/15/13	West	Sorvino	Pencil	56	2.99	167.44	Billed
23	4/1/13	East	Jones	Binder	60	4.99	299.40	Billed
24	6/8/13	East	Jones	Binder	60	8.99	539.40	Billed
25	10/22/13	East	Jones	Pen	64	8.99	575.36	Billed
26	11/8/13	East	Parent	Pen	15	19.99	299.85	Billed
27	11/25/13	Central	Kivell	Pen Set	96	4.99	479.04	Billed
28	4/27/14	East	Howard	Pen	96	4.99	479.04	Billed
29	5/14/14	Central	Gill	Pencil	53	1.29	68.37	Billed
30	5/31/14	Central	Gill	Binder	80	8.99	719.20	Billed
31	12/4/14	Central	Jardine	Binder	94	19.99	1,879.06	Billed
32	5/5/13	Central	Jardine	Pencil	90	4.99	449.10	Overdue
33	6/25/13	Central	Morgan	Pencil	90	4.99	449.10	Overdue
34	9/1/13	Central	Smith	Desk	2	125.00	250.00	Overdue
35	9/18/13	East	Jones	Pen Set	16	15.99	255.84	Overdue

Filtering

	A	B	C	D	E	F	G	H
1	OrderDate	Region	Rep	Item	Unit	Unit Cost	Total	Payment
3	1/23/13	Central	Kivell	Binder	50	19.99	999.50	Full
4	2/9/13	Central	Jardine	Pencil	36	4.99	179.64	Full
5	2/26/13	Central	Gill	Pen	27	19.99	539.73	Full
6	4/18/13	Central	Andrews	Pencil	75	1.99	149.25	Full
11	12/12/13	Central	Smith	Pencil	67	1.29	86.43	Full
13	1/15/14	Central	Gill	Binder	46	8.99	413.54	Full
14	2/1/14	Central	Smith	Binder	87	15.00	1,305.00	Full
16	8/7/14	Central	Kivell	Pen Set	42	23.95	1,005.90	Full
18	9/10/14	Central	Gill	Pencil	7	1.29	9.03	Full
21	10/31/14	Central	Andrews	Pencil	14	1.29	18.06	Full

Sorting