Academy of Learning
CAREER COLLEGE

EXC19E1 - Practical Component Instructions

Complete the practical component by following these instructions. You will use your completed practical component to answer 10 questions on the online test, but you will not submit or upload the practical component in myAOLCC.

Please return these instructions and your completed practical component to your Learning Coach once you have completed the online test.

Please note that these are general and not step-by-step instructions. In this practical component, you will use Microsoft Excel 2019 to perform the following functions:

- formatting
- adding and replacing information in the worksheet
- creating formulas
- adding footers
- copying data to another worksheet

Instructions

1. Open the workbook, **November Inventory.xlsx**, which will be provided to you by your Learning Coach.

2. Add the text, **– Week Ending November 16**, to the title in cell A1.

3. Now apply the **Heading 1** style to the title, **Comparison of Store Inventories – Week Ending November 16**.

4. In cell **A2**, add the subtitle, **Cold Weather Wear**. Apply the **Heading 2** style.

5. Change the label in **cell A7** from **Wool Scarves** to **Scarves**.

6. Change the label in **cell B4** from **North** to **East**.

7. For the **Central** area, change the labels **Store A**, **Store B**, and **Store C** to the labels **New York**, **Pittsburgh**, and **Buffalo** respectively.

8. Change the width for columns E and I to **3.00**.

9. Insert a row below the **Toques** row. Add the label **Dress Hats** in the first cell in this new row.

10. On the Dress Hats row, add the data as shown:

Item	Toronto	London	Kingston	Atlanta	Knoxville	Savannah	New York	Pittsburgh	Buffalo
Dress Hats	203	119	72	490	80	88	333	108	119

11. Bold all the labels in rows 4, 5, 14, 17, 18, and 19. (Note: Bold only the labels, e.g., East, South, Central; not all the cells in those rows.)

12. Italicize the names of the products in column A (Hats, Scarves, etc.).
13. Merge and center cells **B4**, **C4**, and **D4**. Do the same for cells **F4**, **G4**, **H4**, and for cells **J4**, **K4**, and **L4**.
14. In row 14, use the **SUM** function to create a formula that totals the figures in columns **B**, **C**, **D**, **F**, **G**, **H**, **J**, **K**, and **L**. For example, create a formula in cell **B14** that totals cells **B6:B13**, etc.
15. In column M, use **AutoSum** to total the figures in rows **6** to **13**. For example, in cell **M6** use AutoSum to total cells **B6:L6**, etc.
16. In cell **M14**, create a formula ***without using a function*** to add up the values in cell **B14**, **C14**, **D14**, **F14**, **G14**, **H14**, **J14**, **K14**, and **L14**.
17. In row 14, add a border to the totals with a single line on top and a double line below.
18. Format all the numbers with a comma and no decimal places.
19. AutoFit columns **B** to **M**.
20. Fill the range **M6:M14** with the **Dark Blue, Text 2, Lighter 80%** color.
21. Use functions to create formulas in cells **C17**, **C18**, and **C19** respectively to calculate the **Highest**, **Lowest**, and **Average** Inventory. These numbers should also have no decimal places.
22. Use the **CONCAT** function in cell **A3** to join cell **B21** and cell **C21**. Include a space between the first and last names.
23. Rename the worksheet tab to November 16 and change the tab color to the standard color **Blue**.
24. Copy all of the data on the November 16 worksheet to a new sheet that is placed after the November 16 worksheet. Rename the new worksheet as November 23 and change the color to standard color **Orange**.
25. On the November 23 worksheet, replace **November 16** in the title with **November 23**.
26. Replace all instances of **300** on the November 23 worksheet with **125**.
27. Add a footer to **both worksheets** with the current date on the left side of the footer.
28. Add a dashed blue border around the ranges, **B6:D13**, **F6:H13**, and **J6:L13** on the November 16 worksheet only.
29. Print preview the worksheets and then fit to one page, if necessary.
30. Return both worksheets to Normal view.
31. Save your file as **November Inventory – Your Name.xlsx**

Let your Learning Coach know once you have completed your practical component. Keep the document open on your desktop so that you will have the information available as you complete the online test.

Your Learning Coach will provide a code for you to access the online test.