* On the Sheet Reference worksheet, use the SUM function to find the sum of sales for the three sales channels on the Channel Data 1 worksheet.
* For example: Sum of store sales will be the sum of the range A4:A8 on the Channel Data 1 worksheet, etc.
* On the Named Range sheet, use a named range to make it faster to calculate the Sum, Average, Count, Max and Min of the values of the Channel Data 2 worksheet.
* First, create a Named Range called “Channel\_Sales” from the data in A4:C8. (make sure you spell it correctly and don’t forget the underscore)
* Use that named range for the calculations on the Named Range sheet.
* For example: in C4 =SUM(Channel\_Sales)
* On the Create From Selection sheet, use named ranges to make if faster to calculate the average of each channel.
* First, go to the Channel Data 3 worksheet and use the Create From Selection button in the Formulas tab to automatically create named ranges for each of the channels in the data set.
* Use those named ranges in the calculations on the Create from Selection sheet.
* For example: in C4 =AVERAGE(In\_Store\_Sales)
* On the Vlookup Reference sheet, use a Vlookup to return the Web Site Sales number for months of May, Jul, and Sep.
* The Web Site Sales data is located in the 4th column of the Lookup table on the Lookup Table sheet.
* On the Vlookup Table and Validation sheet, create a drop down validation list in cell A4 that only allows the months found in Column A on the Lookup Table sheet.
* Turn the data set on the Lookup table sheet into an Excel Table and name it Channel\_Sales\_Table.
* On the Vllookup Table and Validation sheet, use the named table in a Vlookup to return the values for the website sales for the month selected.
* Set the Month to Sep so the cell B4 displays $11,764.
* On the Corporate sheet, write formulas in cells B3 and B4 to add and average the sales in column D on the West and Northwest sheet.
* The formulas will need to include a function and the data from both sheets.
* For example: B3 =SUM(West!D2:D9,Northwest!D2:D11)
* On the Q1 sheet, group the Q1, Q2, Q3, and Q4 sheets together and fill the contents from Q1 across all 4 sheets (that will make them exactly the same. If you cannot figure out how to fill across you can copy pate the data into each sheet).
* Group only Q2, Q3, and Q4. With the sheets grouped, delete the data in B2:E7.
* Now, go back and group all for sheets together. Keep the Q1, Q2, Q3, and Q4 sheets grouped together for all the remaining steps.
* Look at the print preview. Observe how the 4 pages will print in Portrait orientation in small spaces in the top left corner.
* Fix the print options with these improvements:
* Change the orientation to Landscape.
* Increase the scaling to 150%.
* Add a Custom Header so the Sheet Name is the top left position, and the Date is the top Right position.
* Add a Custom Footer so the page number is the Center bottom position.
* Check the print preview again to view the improvements to the pages.