

[☰ Hide menu](#)**Welcome to the Course****Entry-level: Get started with Excel****Entry-level: Get started with data****Video:** Work with data
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Work Smarter with Microsoft Excel

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Exercise: Working with data

Note: You can pass this course and all graded assessments without access to the downloadable version of Excel.**How to complete this exercise**

To complete this exercise, you will need access to Microsoft 365 Excel.

Note: Keep in mind that if you are using free Office for the web or another version of the Microsoft 365 Excel application some features covered in this exercise may not be available.**Free Office for the web**

If you do not have access to Microsoft 365 Excel, you can use Free Office for the web. This version of Office allows you to view and edit files in apps like Word, Excel, and PowerPoint. This free service is available to anyone with a Microsoft account.

Access Microsoft Account[Log in to your Microsoft account.](#) Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!**Let's get started!**

In this activity, you will use AutoFill and Flash Fill to complete the financial data workbook.

1. Click on the link below to open the Microsoft Excel exercise document you can use to complete this exercise.

[Exercise: Working with data](#)2. First, let's use AutoFill to complete the formulas for the two profit columns. First, select cell G2 and place your cursor over the green **AutoFill** handle in the bottom right corner of the cell:

	A	B	C	D	E	F	G	H	I	J	K	L	M
	City	City	State	Office Type	Revenues	Operating Expenses	Operating Profit	Depreciat	Net Profit		Scorecard		
1	Warren, NH			Corporate	125319	65792	59527	4667	54860		Average Revenue	279886.5	
2	East Naticktoches, RI			Franchise	433924	101465	5068				Highest Revenue	461214	
3	Lyon, MA			Partner	135816	67388	5700				Lowest Expenses	125319	
4	Willow Run, NH			Corporate	293255	83900	5089						
5	Conyersville, RI			Franchise	128691	67175	4996						
6	Mount Baker, NY			Corporate	244913	89974	5062						
7	Farmington Lake, RI			Franchise	392518	82675	6100						
8	Martins Corner, NH			Franchise	311773	65288	5795						
9	Pickarel Narrows, ME			Partner	244975	100834	5153						
10	Coltman, RI			Partner	177925	104390	5473						
11	Center, MA			Corporate	207163	73705	5509						
12	Spring City, MA			Partner	432325	79297	4872						
13	Midletown, NY			Partner	177789	103757	5144						
14	East Waterford, ME			Franchise	201945	83178	4734						
15	Coltman, RI			Corporate	461214	86688	6066						
16	Scottsville, NJ			Partner	440462	81912	4842						
17	Hebron, NH			Partner	407739	88286	4604						
18	Longview, MA			Partner	376263	92698	5195						
19	Emerson, NJ			Franchise	149134	87513	5168						

3. Click and drag it down to cell G20. This will copy the formula from G2 to all the blank cells, adjusting the cell references in the formula for each row:

	A	B	C	D	E	F	G	H	I	J	K	L	M
	City	City	State	Office Type	Revenues	Operating Expenses	Operating Profit	Depreciat	Net Profit		Scorecard		
1	Warren, NH			Corporate	125319	65792	59527	4667	54860		Average Revenue	279886.5	
2	East Naticktoches, RI			Franchise	433924	101465	5068				Highest Revenue	461214	
3	Lyon, MA			Partner	135816	67388	5700				Lowest Expenses	125319	
4	Willow Run, NH			Corporate	293255	83900	5089						
5	Conyersville, RI			Franchise	128691	67175	4996						
6	Mount Baker, NY			Corporate	244913	89974	5062						
7	Farmington Lake, RI			Franchise	392518	82675	6100						
8	Martins Corner, NH			Franchise	311773	65288	5795						
9	Pickarel Narrows, ME			Partner	244975	100834	5153						
10	Coltman, RI			Partner	177925	104390	5473						
11	Willista, NY			Corporate	207163	73705	5509						
12	Center, MA			Partner	432325	79297	4872						
13	Spring City, MA			Corporate	177789	103757	5144						
14	Midletown, NY			Partner	201945	83178	4734						
15	East Waterford, ME			Franchise	461214	86688	6066						
16	Hebron, NH			Partner	440462	81912	4842						
17	Longview, MA			Partner	407739	88286	4604						
18	Emerson, NJ			Franchise	376263	92698	5195						
19	Emerson, NJ			Franchise	149134	87513	5168						

4. Observe the results:

	A	B	C	D	E	F	G	H	I	J	K	L	M
	City	City	State	Office Type	Revenues	Operating Expenses	Operating Profit	Depreciat	Net Profit		Scorecard		
1	Warren, NH			Corporate	125319	65792	59527	4667	54860		Average Revenue	279886.5	
2	East Naticktoches, RI			Franchise	433924	101465	5068				Highest Revenue	461214	
3	Lyon, MA			Partner	135816	67388	5700				Lowest Expenses	125319	
4	Willow Run, NH			Corporate	293255	83900	5089						
5	Conyersville, RI			Franchise	128691	67175	4996						
6	Mount Baker, NY			Corporate	244913	89974	5062						
7	Farmington Lake, RI			Franchise	392518	82675	6100						
8	Martins Corner, NH			Franchise	311773	65288	5795						
9	Pickarel Narrows, ME			Partner	244975	100834	5153						
10	Coltman, RI			Partner	177925	104390	5473						
11	Willista, NY			Corporate	207163	73705	5509						
12	Center, MA			Partner	432325	79297	4872						
13	Spring City, MA			Corporate	177789	103757	5144						
14	Midletown, NY			Partner	201945	83178	4734						
15	East Waterford, ME			Franchise	461214	86688	6066						
16	Hebron, NH			Partner	440462	81912	4842						
17	Longview, MA			Partner	407739	88286	4604						
18	Emerson, NJ			Franchise	376263	92698	5195						
19	Emerson, NJ			Franchise	149134	87513	5168						

Martins Corner, NH		Franchise	\$51,773	\$3,093	2404803	3,710			
Pickrel Narrows, ME		Partner	244975	100834	144141	5153			
Willaha, NY		Partner	137925	104528	33397	5873			
Center, MA		Corporate	207163	73705	138458	5989			
Spring City, MA		Partner	432326	75977	33080	4072			
Mittenlane, NY		Partners	177785	103757	76032	5146			
East Waterford, ME		Franchise	201945	83178	118767	4734			
Coltman, RI		Corporate	461214	86688	374526	8096			
Scottsville, NJ		Partner	440462	81912	360500	4842			
Hebron, NH		Partner	407339	80807	21098	4084			
Longview, MA		Partner	376263	92694	283505	5195			
Emerson, NJ		Franchise	149134	87513	61621	5168			

5. To extend the formula in column I, rather than clicking and dragging the AutoFill handle, simply double-click it. Note that Excel identifies the data pattern and copies the formulas to the end of the data in row 20:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	City	City	State	Office Type	Revenues	Operating Expenses	Operating Profit	Depreciat	Net Profit		Scorecard			
2	Warner, NH	Warner	NH	Corporate	125319	65792	59527	4667	54860		Average Revenue	279985.8		
3	East Natchitoches, RI			Franchise	433924	101465	332459	5068	327391		Highest Revenue	461214		
4	Lyon, MA			Partner	135816	67388	60428	5700	62728		Lowest Expenses	125319		
5	Willow Run, NH			Corporate	233255	83606	149649	5089	144590					
6	Conyersville, RI			Franchise	128691	67175	61516	4956	56560					
7	Mount Baker, NY			Corporate	244913	89749	89974	5144	149877					
8	Farmington Lake, RI			Franchise	392518	82675	309843	6100	303743					
9	Martins Corner, NH			Franchise	331773	85288	246483	5795	240690					
10	Pickrel Narrows, ME			Partner	244975	100834	144141	5153	138988					
11	Willaha, NY			Partner	137925	104528	33397	5673	27724					
12	Center, MA			Corporate	207163	73705	133458	5599	127859					
13	Spring City, MA			Partner	432326	79297	353029	4872	348157					
14	Mittenlane, NY			Franchise	177785	103757	74032	5144	114033					
15	East Waterford, ME			Franchise	201945	83178	118767	4734	114033					
16	Coltman, RI			Corporate	461214	86688	374526	6068	368460					
17	Scottsville, NJ			Partner	440462	81912	360500	4842	353708					
18	Hebron, NH			Partner	407339	88286	319053	4604	314449					
19	Longview, MA			Franchise	376263	92694	283565	5195	278370					
20	Emerson, NJ			Franchise	149134	87513	61621	5168	56453					

6. Now, use Flash Fill to separate the City and State data from column A into columns B and C. Click in cell B2 and type the City name from cell A2, "Warner", then click in cell C2 and type the State abbreviation "NH":

A	B	C	D
1	City	City	State
2	Warner, NH	Warner	NH
3	East Natchitoches, RI		
4	Lyon, MA		
5	Willow Run, NH		
6	Conyersville, RI		
7	Mount Baker, NY		
8	Farmington Lake, RI		
9	Martins Corner, NH		
10	Pickrel Narrows, ME		

7. Now select cell B3, then click Data → Flash Fill:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	City	City	State	Office Type	Revenues	Operating Expenses	Operating Profit	Depreciat	Net Profit		Scorecard			
2	Warner, NH	Warner	NH	Corporate	125319	65792	59527	4667	54860		Average Revenue	279985.8		
3	East Natchitoches, RI			Franchise	433924	101465	332459	5068	327391		Highest Revenue	461214		
4	Lyon, MA			Partner	135816	67388	60428	5700	62728		Lowest Expenses	125319		
5	Willow Run, NH			Corporate	233255	83606	149649	5089	144590					
6	Conyersville, RI			Franchise	128691	67175	61516	4956	56560					
7	Mount Baker, NY			Corporate	244913	89749	89974	5144	149877					
8	Farmington Lake, RI			Franchise	392518	82675	309843	6100	303743					
9	Martins Corner, NH			Franchise	331773	85288	246483	5795	240690					
10	Pickrel Narrows, ME			Partner	244975	100834	144141	5153	138988					
11	Willaha, NY			Partner	137925	104528	33397	5673	27724					
12	Center, MA			Corporate	207163	73705	133458	5599	127859					
13	Spring City, MA			Partner	432326	79297	353029	4872	348157					
14	Mittenlane, NY			Franchise	177785	103757	74032	5144	114033					
15	East Waterford, ME			Franchise	201945	83178	118767	4734	114033					
16	Coltman, RI			Corporate	461214	86688	374526	6068	368460					
17	Scottsville, NJ			Partner	440462	81912	360500	4842	353708					
18	Hebron, NH			Partner	407339	88286	319053	4604	314449					
19	Longview, MA			Franchise	376263	92694	283565	5195	278370					
20	Emerson, NJ			Franchise	149134	87513	61621	5168	56453					

8. Cells B2 through B20 now contain only the city name from column A. Now click cell C3 and click Data → Flash Fill to repeat the process for the State abbreviations:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	City	City	State	Office Type	Revenues	Operating Expenses	Operating Profit	Depreciat	Net Profit		Scorecard			
2	Warner, NH	Warner	NH	Corporate	125319	65792	59527	4667	54860		Average Revenue	279985.8		
3	East Natchitoches, RI	East Natchitoches		Franchise	433924	101465	332459	5068	327391		Highest Revenue	461214		
4	Lyon, MA	Lyon		Partner	135816	67388	60428	5700	62728		Lowest Expenses	125319		
5	Willow Run, NH	Willow Run		Corporate	233255	83606	149649	5089	144590					
6	Conyersville, RI	Conyersville		Franchise	128691	67175	61516	4956	56560					
7	Mount Baker, NY	Mount Baker		Corporate	244913	89749	89974	5144	149877					
8	Farmington Lake, RI	Farmington Lake		Franchise	392518	82675	309843	6100	303743					
9	Martins Corner, NH	Martins Corner		Franchise	331773	85288	246483	5795	240690					
10	Pickrel Narrows, ME	Pickrel Narrows		Partner	244975	100834	144141	5153	138988					
11	Willaha, NY	Willaha		Partner	137925	104528	33397	5673	27724					
12	Center, MA	Center		Corporate	207163	73705	133458	5599	127859					
13	Spring City, MA	Spring City		Partner	432326	79297	353029	4872	348157					
14	Mittenlane, NY	Mittenlane		Franchise	177785	103757	74032	5144	114033					
15	East Waterford, ME	East Waterford		Franchise	201945	83178	118767	4734	114033					
16	Coltman, RI	Coltman		Corporate	461214	86688	374526	6068	368460					
17	Scottsville, NJ	Scottsville		Partner	440462	81912	360500	4842	353708					
18	Hebron, NH	Hebron		Partner	407339	88286	319053	4604	314449					
19	Longview, MA	Longview		Franchise	376263	92694	283565	5195	278370					
20	Emerson, NJ	Emerson		Franchise	149134	87513	61621	5168	56453					

9. Observe the results:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	City	City	State	Office Type	Revenues	Operating Expenses	Operating Profit	Depreciat	Net Profit		Scorecard			
2	Warner, NH	Warner	NH	Corporate	125319	65792	59527	4667	54860		Average Revenue	279985.8		
3	East Natchitoches, RI	East Natchitoches		Franchise	433924	101465	332459	5068	327391		Highest Revenue	461214		
4	Lyon, MA	Lyon		Partner	135816	67388	60428	5700	62728		Lowest Expenses	125319		
5	Willow Run, NH	Willow Run		Corporate	233255	83606	149649	5089	144590					
6	Conyersville, RI	Conyersville		Franchise	128691	67175	61516	4956	56560					
7	Mount Baker, NY	Mount Baker		Corporate	244913	89749	89974	5144	149877					
8	Farmington Lake, RI													

	Region	City	Region	City	Corporate	Revenue	Operating Expenses	Operating Profit	Depreciat	Net Profit
6	Conyersville, RI	Conyersville			Franchise	128691	67175	61516	4956	56560
7	Mount Baker, NY	Mount Baker			Corporate	244913	89794	154939	5062	149877
8	Farmington Lake, RI	Farmington Lake			Franchise	392518	82675	309843	6100	303743
9	Martins Corner, NH	Martins Corner			Franchise	331773	85288	246485	5795	240690
10	Pickeral Narrows, ME	Pickeral Narrows			Partner	244975	100834	144141	5153	138988
11	Willaha, NY	Willaha			Partner	137925	104528	33397	5673	27724
12	Center, MA	Center			Corporate	207163	73705	133458	5599	127859
13	Spring City, MA	Spring City			Partner	432326	79297	353029	4872	348157
14	Mittenlane, NY	Mittenlane			Partner	177789	103757	74032	5144	68888
15	East Waterford, ME	East Waterford			Franchise	201945	83178	118767	4734	114033
16	Coltman, RI	Coltman			Corporate	461214	86688	374526	6066	368460
17	Scottsville, NJ	Scottsville			Partner	440462	81912	358550	4842	353708
18	Hebron, NH	Hebron			Partner	407339	88286	319053	4604	314449
19	Longview, MA	Longview			Partner	376263	92698	283565	5195	278370
20	Emerson, NJ	Emerson			Franchise	149134	87513	61621	5168	56453
21										
22										

10. You can now discard the data in column A by right-clicking on the column header and selecting **Delete** from the menu:

A	B	C	D	E	F	G	H	I	J
City		State	Office Type	Revenues	Operating Expenses	Operating Profit	Depreciat	Net Profit	
Warner, NH		NH	Corporate	125319	63793	59527	4667	54860	
East Natchitoches		RI	Franchise	433924	101465	332459	5068	327391	
Lyon		MA	Partner	135816	67388	68428	5700	62728	
Willow Run, NH		NH	Corporate	233255	83606	149649	5089	144560	
Conyersville, RI		RI	Franchise	128691	67175	61516	4956	56560	
Mount Baker, N		NY	Corporate	244913	89794	154939	5062	149877	
Pickeral Narrows		RI	Franchise	392518	82675	309843	6100	303743	
Willaha, NY		NY	Partner	137925	104528	33397	5673	27724	
Center, MA		MA	Corporate	207163	73705	133458	5599	127859	
Spring City, MA		MA	Partner	432326	79297	353029	4872	348157	
Mittenlane, NY		NY	Partner	177789	103757	74032	5144	68888	
East Waterford, ME		ME	Franchise	201945	83178	118767	4734	114033	
Coltman, RI		RI	Corporate	461214	86688	374526	6066	368460	
Scottsville, NJ		NJ	Partner	440462	81912	358550	4842	353708	
Hebron, NH		NH	Partner	407339	88286	319053	4604	314449	
Longview, MA		MA	Partner	376263	92698	283565	5195	278370	
Emerson, NJ		NJ	Franchise	149134	87513	61621	5168	56453	
21									
22									

11. The data in column A is removed and the remaining data shifts one column to the left. Note that the cell references in your formulas have changed to the new column letters automatically:

A	B	C	D	E	F	G	H	I
City	State	Office Type	Revenues	Operating Expenses	Operating Profit	Depreciat	Net Profit	
Warner, NH	NH	Corporate	125319	65792	59527	4667	54860	
East Natchitoches	RI	Franchise	433924	101465	332459	5068	327391	
Lyon	MA	Partner	135816	67388	68428	5700	62728	
Willow Run, NH	NH	Corporate	233255	83606	149649	5089	144560	
Conyersville, RI	RI	Franchise	128691	67175	61516	4956	56560	
Mount Baker, N	NY	Corporate	244913	89794	154939	5062	149877	
Pickeral Narrows	RI	Franchise	392518	82675	309843	6100	303743	
Willaha, NY	NY	Partner	137925	104528	33397	5673	27724	
Center, MA	MA	Corporate	207163	73705	133458	5599	127859	
Spring City, MA	MA	Partner	432326	79297	353029	4872	348157	
Mittenlane, NY	NY	Partner	177789	103757	74032	5144	68888	
East Waterford, ME	ME	Franchise	201945	83178	118767	4734	114033	
Coltman, RI	RI	Corporate	461214	86688	374526	6066	368460	
Scottsville, NJ	NJ	Partner	440462	81912	358550	4842	353708	
Hebron, NH	NH	Partner	407339	88286	319053	4604	314449	
Longview, MA	MA	Partner	376263	92698	283565	5195	278370	
Emerson, NJ	NJ	Franchise	149134	87513	61621	5168	56453	
21								
22								

12. Finally, we need to copy the Scorecard data to its own sheet. Select cells J1 through to L4 by clicking and dragging:

A	B	C	D	E	F	G	H	I	J	K	L
Full Name	Region	Q1	Q2	Q3	Q4	Full Year					
Charlie DeWitt	Africa	\$275,702	\$261,290	\$332,449	\$282,904	\$1,152,345					
Elaine McAllister	North America	\$270,500	\$291,229	\$467,500	\$1,149,364						
Frederic Holman	Europe	\$211,076	\$230,428	\$358,493	\$358,493	\$1,117,400					
Hafza Ahmad	North America	\$163,774	\$330,208	\$315,982	\$347,702	\$1,217,666					
Jesse Goulding	Asia	\$344,044	\$400,640	\$180,335	\$272,475	\$1,297,654					
Kelsi Rich	North America	\$324,035	\$370,979	\$356,277	\$231,349	\$1,282,649					

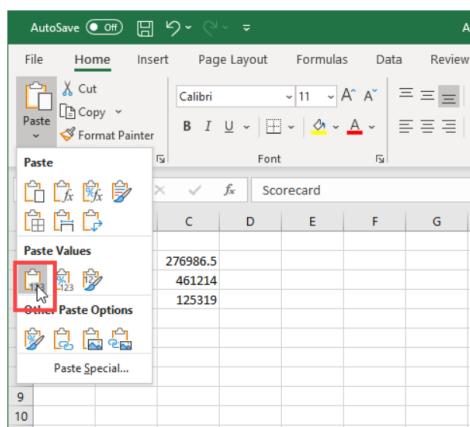
13. Click Home → Copy:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	City	State	Office Type	Revenue	Operating Expenses	Operating Profit	Profit Margin			Scorecard			
2	Warren	NH	Corporate	120119	59027	60992	50%			Average Revenue	48698.5		
3	East Naticheches	RI	Franchise	139324	101465	33459	50%	327391		Highest Revenue	461214		
4	Lyon	MA	Partner	135816	67388	68428	50%	62728		Lowest Expenses	125319		
5	Willow Run	NH	Corporate	232555	83606	146495	50%	144560					
6	Conversville	RI	Franchise	128691	67175	61516	50%	55650					
7	Mount Baker	NY	Corporate	244913	89744	154393	50%	149877					
8	Winn	PA	Franchise	130000	89744	40256	31%	774					
9	Martins Corner	NH	Franchise	331773	82588	246485	75%	246060					
10	Pickeral Narrows	ME	Partner	244975	100834	144141	51%	138998					

14. Click the **Financial Scorecard** worksheet tab.

Activity 2.3 - Scorecard										
Scorecard		Financial Data								
City	State	Office Type	Revenue	Operating Expenses	Operating Profit	Depreciation	Net Profit	Scorecard	Average Revenue	Highest Revenue
Werner	NH	Corporate	120310	80000	40000	4800	35000	Scorecard	279885.6	461214
East Natickches	RI	Franchise	439204	301465	332459	5664	327791	Average Revenue	279885.6	461214
Lyon	MA	Partner	135816	67888	68428	5700	62728	Highest Revenue	461214	461214
Willow Run	NH	Corporate	233255	83606	149693	5088	144560	Lowest Expenses	153319	153319
Conversyler	RI	Franchise	128691	67175	61515	4956	56580			
Mount Baker	NY	Corporate	244913	89974	154939	5062	149877			
Farnham Lake	MA	Franchise	292402	80275	309843	5700	303109			
Rocky Corner	NH	Franchise	331773	82888	246903	5090	240990			
Pickering Narrows	ME	Partner	244675	100368	141411	5153	139988			
Willaha	NY	Partner	137925	104528	33397	5673	27724			
Center	MA	Corporate	207163	7374	134358	5599	127859			
Spring City	MA	Partner	432326	79297	353029	4872	348157			
Mitteneave	NY	Partner	177899	103757	260412	5144	68888			
Worthingford	ME	Franchise	205390	80178	118702	5040	68333			
Cohman	RI	Corporate	461214	86888	374326	6096	368440			
Sottsville	NI	Partner	404662	81912	355550	4942	353708			
Hebron	NH	Partner	407339	88286	319053	4604	314449			
Longview	MA	Partner	76263	92698	283565	5195	278370			
Emerson	NJ	Franchise	149134	87513	61621	5168	56453			

15. Ensure your cursor is in cell A1. Click the Home tab in the ribbon, click on the drop-down arrow of the Paste command, then click the Paste Values icon from the menu:



16. The data will be pasted:

	A	B	C
1	Scorecard		
2	Average Revenue	276986.5	
3	Highest Revenue	461214	
4	Lowest Expenses	65792	

If you select one of the cells in Column C and click in the formula bar, you will notice that the formulas have been replaced by static values. This is because we selected the Values option to prevent the formulas from breaking during the copy process.

17. Save your workbook as Activity 2-3 Complete. Close Microsoft 365 Excel to complete this activity.

18. Now, you can check out an example of a completed document in the link below:

Completed exercise: Working with data

Mark as completed

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