Excel Assignment

1. Complete the worksheet 'COVID-19 Geographical Distribution' by filling the two columns: 'geold' and 'countryterritorycode'. 'geold' is the last three letters of its corresponding 'countryandterritories' (lowercase); 'countryterritorycode' is the first five characters of its corresponding 'countryandterritories' (uppercase).

2. Complete the 'simple summary' table on the current page.

3. Complete two tables ('Find Total Case Amount' & 'AVERAGEIF(S)') on the second worksheet 'SUM AVERAGEIF(S)'.

   For table 'Find Total Case Amount', there are three cases:
   1. Find the total case amount of country 'Aruba' and count the frequency.
   2. Find the total case amount of country 'Brunei_Darussalam' happened in March and count the frequency
   3. Find the total case amount of country 'Afghanistan' happened from April 16 to the end of the month and count the frequency

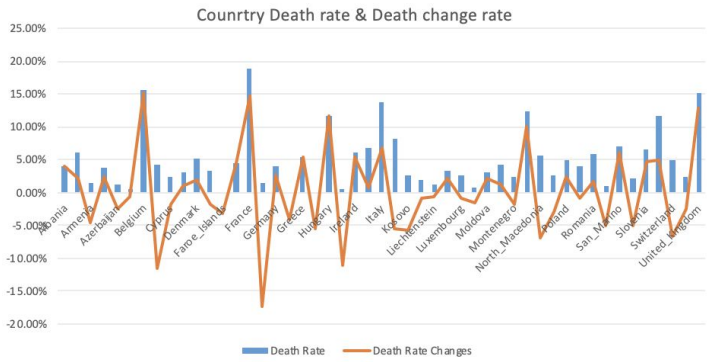
   For table 'AVERAGEIF(S)', there are two cases:
   1. Find the average number of deaths in Asia
   2. Find the average number of deaths in Asia in April (keep 2 decimals)

   (Hint: SUMIF(S), COUNTIF(S), AVERAGEIF(S))

4. Go to the worksheet 'IF(S)'. Add symbols and color the 'Death Rate Changes' to make the results more intuitive. If the rate is positive, add a ▲ after the rate and show the result in green. If the rate is negative, add a ▼ after the rate and show the result in red. The answer should roughly look like this:

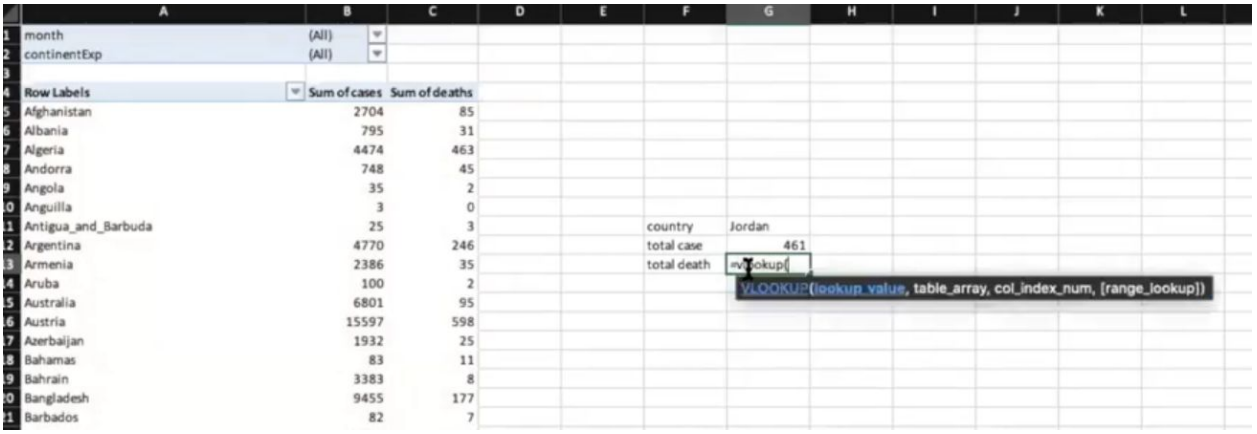
Albania	795	31	3.90%	4%▲
Andorra	748	45	6.02%	2%▲
Armenia	2386	35	1.47%	-5%▼
Austria	15597	598	3.83%	2%▲
Azerbaijan	1932	25	1.29%	-3%▼
Belarus	16705	99	0.59%	-1%▼
Belgium	49906	7844	15.72%	15%▲
Bosnia_and_Herzegovina	1857	77	4.15%	-12%▼

And then create a combo chart of death rate & death change rate. The Chart should be roughly like this:



5. Complete column from E to I on the 'IF(S)' worksheet. The instruction is shown as what the headers state. For example, mark the country with the word 'safe' if the death rate is lower than 2%; otherwise, leave it blank. (Hint: use IF(S) function)

6. Use the data on the first worksheet 'COVID-19 Geographical Distribution' to create a Pivotable on a new worksheet named 'VLOOKUP'. The Pivotable will show the total number of cases and total deaths amount of each country. Set ContinentExp and month as the filters. Then create a table on the side as a QuickBooks for finding any specific country's total cases amount and death amount. (Hint: use data validation to create a drop-down button and then use VLOOKUP for results)
额外说明：所谓QuickBooks得意思，在这里就是就是快速展现我想要看到的东西，不是accouting 里QuickBooks。问题6其实是想考察dynamic 的展示想要看到的数据，就如下图，原始的数据引用来自pivot table， 选择不同的国家的时候，对应的total deal ,total case是变化的



	A	B	C	D	E	F	G	H	I	J	K	L
1	month	(All)										
2	continentExp	(All)										
3												
4	Row Labels	Sum of cases	Sum of deaths									
5	Afghanistan	2704	85									
6	Albania	795	31									
7	Algeria	4474	463									
8	Andorra	748	45									
9	Angola	35	2									
10	Anguilla	3	0									
11	Antigua_and_Barbuda	25	3			country	Jordan					
12	Argentina	4770	246			total case	461					
13	Armenia	2386	35			total death	=VLOOKUP(					
14	Aruba	100	2				VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])					
15	Australia	6801	95									
16	Austria	15597	598									
17	Azerbaijan	1932	25									
18	Bahamas	83	11									
19	Bahrain	3383	8									
20	Bangladesh	9455	177									
21	Barbados	82	7									

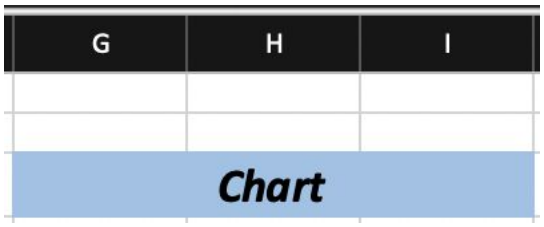
7. Complete column D by using HLOOKUP on the ‘HLOOKUP’ worksheet.

8. Go to the ‘Index & Match’ worksheet. Create a table on the side as a QuickBooks for finding any specific country’s % of the country’s deaths and total cases amount. This time use index & match functions.

9. Use the first worksheet data to create a new pivot table on a new worksheet. Name the worksheet as ‘Pivotable-bar chart’. Show the total deaths and total cases of each continent and sort the number from largest to smallest (of total cases). Use month and year as filters. Then create a bar chart based on the table you get. Add a chart title (whatever you think is reasonable).

10. Go to the ‘Line chart’ worksheet, create one line chart, and one column chart based on the given pivot table. Go to the ‘Pie Chart’ worksheet and create a pie chart; then move to the ‘Map’ worksheet and create a map.(hint ,’insert’ bar and you will find a map icon)

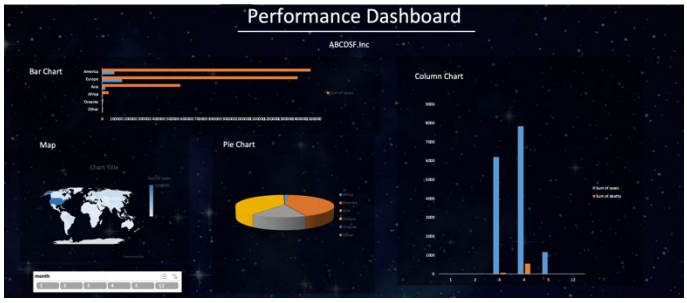
11. Add a title at G3:I3 on all worksheets that have a pivotable chart (‘Pivotable-bar chart’, Line Chart’, ‘Pie Chart’, ‘Map’). Title font: Calibri (Body), size 16, bold, italic, background color is blue. The title should look like this:



Request: Do not go to each worksheet typing and editing the font. Instead, you should create a macro on one worksheet and run your macro on the remaining worksheets.

12. Create a new worksheet named ‘Dashboard’. Add a background image and then add a title on the top called ‘Performance Dashboard’. Put the company’s name ‘ABCDSF.Inc’ under the title. Add the Pivotable charts (bar, column, pie charts) and the map to the ‘Dashboard’ worksheet. You can put the charts anywhere you believe they will be a good fit. Add months as a filter(slicer) and connect all the pivotable charts to your filter (i.e. when you change the month, all the charts will change correspondingly).

Here is a sample:
(do not worry about the layout or the background color. Only focus on 1. gathering the charts. 2. create a slicer. 3.connect the slicer to every single chart)



13. Go to the ‘Timeseries’ worksheet. Use FORECAST.EST function to complete the column from C132 to C219. Create a line chart for the completed ‘Worldwide Cases Amount’ table. Please describe the chart. What can you tell from it? target is 5/5/2020