

Practice the skills you learned in the tutorial using the same case scenario.

PRACTICE

Review Assignments

Data Files needed for the Review Assignments: X410.xlsx, Paper.jpg

ExerComp introduced another heart rate monitor, the X410, two years ago. Tom wants you to format a workbook that compares the sales of the X310 and X410 models during that time. The workbook already has a Documentation sheet, a Model Comparison sheet comparing the total units sold for each model in the eight sales regions, and a Monthly Sales sheet reporting the number of units sold per month.

In the Model Comparison sheet, you will highlight the sales regions that showed the greatest sales increases from 2011 to 2012. In the Monthly Sales sheet, you will calculate the monthly sales totals for both models during 2011 and 2012. Complete the following:

1. Open the **X410** workbook located in the Excel2\Review folder included with your Data Files, and then save the workbook as **X410 Sales Comparison**.
2. In the Documentation sheet, enter your name in cell B4 and the date in the format *mm/dd/yyyy* in cell B5.
3. In the Documentation sheet, set the font color of cells A1 and A2 to blue, format the text in cell A1 in a 26-point Times New Roman font, and then format the text in cell A2 in a 10-point italicized Times New Roman font. In cell A1, change the font color of the text "Comp" to red.
4. In the range A4:A6, set the font color to white and set the fill color to blue. In the range B4:B6, set the fill color to white. In the range A4:B6, add border lines around all of the cells.
5. In cell B5, display the date with the Long Date format and left-align it within the cell.
6. In the Documentation sheet, insert a background image using the **Paper.jpg** image file located in the Excel2\Review folder included with your Data Files.
7. Use the Format Painter to copy the format from the range A1:A2 in the Documentation sheet to the range A1:A2 in the other two sheets. In cell A1, change the font color of the text "Comp" to red.
8. Go to the Model Comparison sheet. In cells E6 and E17, enter **Increase**. In ranges E7:E14 and E18:E25, enter formulas to calculate the increase in sales for each region.
9. In cells F6 and F17, enter the text **% Increase**. In ranges F7:F14 and F18:F25, enter formulas to calculate the percent increase in sales for each region.
10. In cells B15 and B26, enter the text **Total**. In cells C15, D15, C26, and D26, enter formulas to calculate the total units sold per year for each model. In cells E15 and E26, enter formulas to calculate the total increase in sales. In cells F15 and F26, enter formulas to calculate the percent increase in total sales from 2011 to 2012.
11. Merge and center the range A6:A15, center the text vertically, and then change the orientation to vertical text. Center the text in the range C6:F6, and then indent the region labels in the range B7:B14 one character.
12. In the range C7:E15, format the numbers in a Number format using a thousands separator, no decimal places, and negative numbers displayed with a minus symbol. In the range F7:F15, format the numbers in a Percentage format with two decimal places.
13. Apply the Accent1 cell style to the range B6:F6 and the merged cell A6. Change the font of cell A6 to 18 points and bold. Apply the Total cell style to the range B15:F15.
14. In the range E7:E14, apply a conditional format that adds a Top/Bottom Rule to display the highest number in the range in dark green text with a green fill. In the range F7:F14, apply a conditional format that adds a Top/Bottom Rule to display the highest number in the range in dark red text with a light red fill.
15. Use the Format Painter to copy all of the formats from the range A6:F15 to the range A17:F26.

16. In cell D3, enter **highest**, and then apply a conditional format to cell D3 that adds a Highlight Cells Rule to format the cell that contains the text “highest” with Green Fill with Dark Green Text. In cell D4, enter **highest**, and then apply a conditional format to cell D4 that adds a Highlight Cells Rule to format the cell that contains the text “highest” with Light Red Fill with Dark Red Text.
17. In cell E3, enter **Highest increase in units sold**. In cell E4, enter **Highest % increase in units sold**. Format both cells with the Explanatory Text cell style.
18. Go to the Monthly Sales sheet. In cells D5 and I5, enter the text **All Models**. In cells A18 and F18, enter the text **Total**.
19. Enter formulas in the worksheet to calculate the total sales by month, by model, and then over all months and over both models.
20. Merge and center the range A4:D4, merge and center the range F4:I4, and then apply the Heading 1 style to both merged cells. In the range B5:D5;G5:I5, center the text.
21. In the nonadjacent range B6:D18;G6:I18, format the numbers to show a thousands separator (,) with no decimal places to the right of the decimal point.
22. Select the range A5:D18, and then apply Table Style Light 8 (the first table style in the second row of the Light section in the Table Styles gallery). Turn off the filter arrows, and then display only the header row, first column, and last column table style options. In the range A18:D18, apply the Total cell style.
23. Select the range F5:I18, and then repeat Step 22, applying the Total cell style to the range F18:I18.
24. For the Model Comparison and Monthly Sales worksheets, set the page orientation to landscape, display your name in the center section of the header, display the sheet name in the left section of the footer, display the workbook filename in the center section of the footer, and then display the current date in the right section of the footer.
25. Save and close your workbook. Submit the finished workbook to your instructor, either in printed or electronic form, as requested.



APPLY

Case Problem 1

If you have a SAM 2010 user profile, your instructor may have assigned an autogradable version of this assignment. If so, log into the SAM 2010 Web site at www.cengage.com/sam2010 to download the instructions and start files.

Data File needed for the Case Problem: Frosti.xlsx

FrostiWear Linda Young is a sales manager for FrostiWear, a successful new store based in Hillsboro, Oregon. She’s tracking the sales figures for FrostiWear’s line of gloves. She created a workbook that contains the sales figures from the past year for three glove models. She wants you to help format the sales report. Complete the following:

1. Open the **Frosti** workbook located in the Excel2\Case1 folder included with your Data Files, and then save the workbook as **FrostiWear Sales Report**.
2. In the Documentation sheet, enter your name in cell B3 and the date in cell B4. Set the background color for all the cells in the worksheet to standard blue, and then set the background color for the range B3:B5 to white. Add a border line around each cell in the range B3:B5.
3. Change the font of cell A1 to the Headings font of the current theme, change the font size to 36 points, change the font color to white, and then bold the text. Change the font size of the range A3:A5 to 16 points, change the font color to white, and then bold the text.
4. Go to the Glove Sales worksheet. Add formulas to calculate the total sales for each month and region over the three glove models.
5. Merge and center the range A1:H1, apply the Title cell style, and then increase the font size to 26 points. Merge and center the range A2:H2, apply the Heading 4 cell style, and then increase the font size to 16 points.

6. Merge and center the range A3:A16, set the alignment to Middle Align, rotate the text up, apply the Accent1 cell style, increase the font size to 18 points, and then bold the text.
7. Use the Format Painter to copy the format of merged cell A3 into the two ranges A18:A31 and A33:A46.
8. Center the text in the range C3:H3. Format the range C4:H16 to include thousands separators (,) and no decimal places. Use the Format Painter to copy the formats in the range C3:H16 to the two ranges C18:H31 and C33:H46.
9. In the range B3:H16, apply the Table Style Medium 2 table style. Turn off the filter arrows, and then display the header row, first column, last column, and banded rows. In the range B16:H16, change the fill color of the Total row to standard yellow.
10. Repeat Step 9 for the other two tables in the worksheet.
11. In the Glove Sales worksheet, set the page orientation to landscape, insert manual page breaks at cells A18 and A33, and then repeat the first two rows of the worksheet on every printed page.
12. Display your name in the center header, display the filename in the left footer, display **Page** *page number* **of** *number of pages* in the center footer, and then display the current date in the right footer.
13. Save and close your workbook. Submit the finished workbook to your instructor.

Add formulas and formatting to create a packing slip.

CREATE

Case Problem 2

Data File needed for the Case Problem: GrillRite.xlsx

GrillRite Grills Brian Simpko is a shipping manager at GrillRite Grills in Hammond, Indiana. He uses an Excel workbook to provide shipping and order information for customer orders and deliveries. You will create and format the worksheet that Brian can use to enter information for packing slips. Complete the following:

1. Open the **GrillRite** workbook located in the Excel2\Case2 folder included with your Data Files, and then save the workbook as **GrillRite Grills Packing Slip**. In the Documentation sheet, enter your name in cell B3 and the date in cell B4.
2. Insert a new worksheet at the end of the workbook, and then rename it **Packing Slip**.
3. In the Packing Slip worksheet, select all of the cells in the worksheet. (*Hint: Click the Select All button at the intersection of the row and column headings.*) Change the font to the Body font of the current theme. For the range A1:D3, set the fill color to black and the font color to white.
4. Set the width of columns A through D to 20 characters. Set the height of rows 1 to 36.
5. Merge the range A1:B3, and then left- and top-align the merged cell. Merge the range C1:D3, and then right- and top-align the merged cell.
6. In cell A1, enter the following three lines of text, and then format the first line in a 26-point bold font using the Headings font of the current theme:

GrillRite Grills
200 Commerce Lane
Hammond, Indiana 46324

7. In cell C1, enter **Packing Slip**, and then format the text in a 26-point bold font using the Headings font of the current theme.
8. In the range A5:A7, enter the following three lines of text in a bold font, and then right-align the text and indent the text one character:

Order Date

Order Number

Purchase Order

9. Format cell B5 in the Long Date format. Insert border lines around each of the cells in the range B5:B7.
 10. In the range C5:C7, enter the following three lines of text, and then use the Format Painter to copy the formats from the range A5:B7 to the range C5:D7:
- Date**
- Sales Rep**
- Account Num**
11. In cell B9, enter **Ship To**. In cell D9, enter **Bill To**. Format the text in both cells in a bold font.
 12. In cell A10, enter **Address** in a bold font, right-align the text, and then indent it one character.
 13. Merge the cells in the range B10:B15, left- and top-align the cell contents, and then insert a border around the merged cell. Click the Wrap Text button from the Alignment group on the Home tab to ensure that text within this cell wraps to a new line.
 14. In cell C10, enter **Address**. Copy the format from the range A10:B15 into the range C10:D15.
 15. Enter the following data into the worksheet:

Cell A17: **Item**

Cell B17: **Product No.**

Cell C17: **Description**

Cell D17: **Order Quantity**

cells A18:A27: the numbers from **1** to **10**

EXPLORE

16. For the range A17:D27, apply Table Style Medium 1, turn off the filter arrows, and display the header row, Total row, and banded rows. In cell D28, select the SUM function from the list.
17. In cell A30, enter **Comments** in a bold font.
18. Merge the range A31:D39, left- and top-align the cell contents, and then add a thick box border around the merged cell.
19. In cell D40, enter **Thank you for your business!** in an italic, 16-point font, and then right-align the cell contents.
20. Enter the packing slip data shown in Figure 2-42.

Figure 2-42 GrillRite Grills packing slip

	A	B	C	D	E
1	GrillRite Grills				Packing Slip
2	200 Commerce Lane				
3	Hammond, Indiana 46324				
4					
5	Order Date	Tuesday, April 30, 2013	Date	Friday, May 03, 2013	
6	Order Number	GR3985-11	Sales Rep	Linda Bingham	
7	Purchase Order	GR005-205-11	Account Num	188	
8					
9		Ship To		Bill To	
10	Address	Blake Stout	Address	Hilltop Hardware	
11		Hilltop Hardware		450 Drake Avenue	
12		450 Drake Avenue		Monroe, WI 53566	
13		Monroe, WI 53566			
14					
15					
16					
17	Item	Product No.	Description	Order Quantity	
18	1	MG304-29	Mini-Grill Set	7	
19	2	TTG044-22	Table Top Grill Box	4	
20	3	GC141-35	Grill Cleanser Box (35)	10	
21	4	GTK412-15	Grill Toolkit (Standard)	8	
22	5	GPK252-29	Grill Parts Kit (Standard)	10	
23	6				
24	7				
25	8				
26	9				
27	10				
28	Total			39	
29					
30	Comments				
31	Please contact shipping manager Brian Simpko (ext. 315) regarding discount shipping rates.				
32					
33					
34					
35					
36					
37					
38					
39					
40			<i>Thank you for your business!</i>		

21. Make sure the worksheet's page orientation is set to portrait, and then add a footer that displays your name in the left section, the filename in the center section, and the current date in the right section.
22. Save and close your workbook. Submit the finished workbook to your instructor, either in printed or electronic form, as requested.

Apply conditional formats to create a wind speed grid.

CHALLENGE

Case Problem 3

Data File needed for the Case Problem: Wind.xlsx

Arcadia Wind Farm Tara Young is a researcher at Arcadia Wind Farm, a government research center near Topeka, Kansas, involved in exploring how to create economical and efficient wind farms. One of Tara's jobs is to record wind speeds from different sectors of the wind farm. Tara has entered the wind speed data into a workbook as a table with wind speed measures laid out in a grid. Because the numbers are difficult to read

and interpret, you will color code the wind speed values using a conditional format. Complete the following:

EXPLORE

1. Open the **Wind** workbook located in the Excel2\Case3 folder included with your Data Files, and then save the workbook as **Wind Farm**. In the Documentation sheet, enter your name and the date.
2. Go to the Wind Speed Grid worksheet. Merge the range A1:V1, and then apply the Heading 1 style to the merged cell and set the font size to 20 points.
3. Select the range B3:V3, and then change the font style to white text on a black background. Copy this formatting to the grid coordinates in the range A4:A64.
4. Select the range B4:V64. The data in this range comprises the wind speed measures for different sensors in Sector 5.
5. Create a conditional formatting that highlights cells whose value equals 18 with fill color equal to the RGB color value (99, 37, 35). (*Hint: In the Equal To dialog box, select Custom Format in the with box to open the Format Cells dialog box. On the Fill tab, in the Background Color section, click the More Colors button, and then click the Custom tab to enter the RGB color value.*)

EXPLORE

6. Repeat Step 5 to continue creating conditional formats that set highlight colors for the following wind speed values:

<u>Wind Speed</u>	<u>RGB Color Value</u>
16 m/s	(150, 54, 52)
14 m/s	(218, 150, 148)
12 m/s	(230, 184, 183)
10 m/s	(242, 220, 219)
8 m/s	(242, 242, 242)
6 m/s	(255, 255, 255)
4 m/s	(197, 217, 241)
2 m/s	(141, 180, 226)
0 m/s	(83, 141, 213)

7. In the range B4:V64, reduce the font size of the values to 1 point.
8. Enclose each of the cells in the range B4:V64 in a light gray border.
9. Apply the conditional highlight colors specified in Steps 5 and 6 to the legend values in the cell range X3:X12.
10. Merge the range Y3:Y12, and then center the contents of the merged cell and rotate the text down. Display the text in a bold 18-point font.
11. Set the print area of the page to the range A1:Y64.
12. On the Page Layout tab, scale the page to fit on a single page. (*Hint: Use the Width and Height boxes in the Scale to Fit group to force the worksheet to fit on one page.*)
13. Add a header to the printed page with your name in the top-left header and the file-name in the top-right header.
14. Save and close your workbook. Submit the finished workbook to your instructor, either in printed or electronic form, as requested.

EXPLORE

Format a meal-planning worksheet that highlights high-calorie and high-fat foods.

CREATE

Case Problem 4

Data File needed for the Case Problem: Life.xlsx

Life Managers Kate Dee is a dietician at Life Managers, a company in Kleintown, Michigan, that specializes in personal improvement, particularly in areas of health and fitness. Kate wants to create a meal-planning workbook for her clients who want to lose weight and improve their health. One goal of meal planning is to decrease the percentage of fat in the diet. Kate thinks it would be helpful to highlight foods that have a high

percentage of fat as well as list their total fat calories. She already created an Excel workbook that contains a few sample food items and lists the number of calories and grams of fat in each item. She wants you to format this workbook. Complete the following:

1. Open the **Life** workbook located in the Excel2\Case4 folder included with your Data Files, and then save the workbook as **Life Managers Nutrition Table**. In the Documentation sheet, enter your name in cell B3 and the date in cell B4.
2. In the Meal Planner worksheet, add a column that calculates the calories from fat for each food item. Fat contains nine calories per gram.
3. Add a column that calculates the percentage of fat for each food item. This value is calculated by dividing the calories from fat by the total number of calories.
4. Display all values for calories and grams of fat with one decimal place. Display the fat percentages as percentages with one decimal place.
5. Format the rest of the Meal Planner worksheet attractively, but be sure to include at least one example of each of the following design elements:
 - A range merged into a single cell
 - Text centered and rotated within a cell
 - Cell styles applied to one or more elements
 - Borders applied to one or more elements
6. For good health, the FDA recommends that the fat percentage should not exceed 30 percent of the total calories per day. Apply a rule to the fat percentages to highlight those food items that exceed the FDA recommendation. Include a legend to document the highlighting color you used.
7. Add descriptive headers and footers to the printed document. Also insert page breaks and print titles to ensure that the printout is easily read and interpreted.
8. Save and close your workbook. Submit the finished workbook to your instructor, either in printed or electronic form, as requested.



ASSESS

SAM: Skills Assessment Manager

For current SAM information, including versions and content details, visit SAM Central (<http://samcentral.course.com>). If you have a SAM user profile, you may have access to hands-on instruction, practice, and assessment of the skills covered in this tutorial. Because various versions of SAM are supported throughout the life of this text, check with your instructor for the correct instructions and URL/Web site for accessing assignments.

ENDING DATA FILES

