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

PRACTICE

Review Assignments

There are no Data Files needed for the Review Assignments.

Amanda has another set of orders for you to enter on the Customer Orders worksheet. In
addition to calculating the charge for creating the DVDs, Amanda also wants to include
the cost of shipping in the total charged to each customer. Complete the following:

1. Open a blank workbook, and then save the workbook as **Order Report** in the
   Excel1\Review folder.
2. Rename the Sheet1 worksheet as **Documentation**, and then enter the following data
   into the specified cells:
   Cell A1: **RipCity Digital**
   Cell A3: **Author**   Cell B3: your name
   Cell A4: **Date**   Cell B4: the current date
   Cell A5: **Purpose**   Cell B5: **To track customer orders for RipCity Digital**
3. Rename the Sheet2 worksheet as **Customer Orders**.
4. Delete the Sheet3 worksheet.
5. On the Customer Orders worksheet, enter the following data into the specified cells:
   Cell A1: **RipCity Digital**
   Cell A3: **Customer Orders Report**
   Cell A4: **March 27 to April 17, 2013**
6. In cells A5 through H10, enter the column titles and data from Figure 1-33. The
   address text in column D should be set on two lines within each cell.

Figure 1-33   New customer order data

Date	Last	First	Address	Phone	DVDs	Price per DVD	Shipping Charge
3/27/2013	Fleming	Doris	25 Lee St. Bedford, VA 24523	(540) 555-5681	7	$18.29	$7.49
4/4/2013	Ortiz	Thomas	28 Ridge Ln. Newfane, VT 05345	(802) 555-7710	13	$16.55	$9.89
4/8/2013	Dexter	Kay	150 Main St. Greenbelt, MD 20770	(301) 555-8823	25	$15.79	$7.23
4/9/2013	Sisk	Norman	250 East Maple Ln. Cranston, RI 02910	(401) 555-3350	15	$16.55	$10.55
4/17/2013	Romano	June	207 Jackston Ave. Westport, IN 47283	(812) 555-2681	22	$15.79	$13.95

7. Set the width of column A to 10 characters, columns B and C to 12 characters, column D to 20 characters, and columns E, G, and H to 16 characters.
8. Autofit all of the rows in the worksheet to the cell contents.
9. In cell I5, enter **Total Charge**. In cell I6, insert a formula that calculates the total charge for the first customer (the number of DVDs multiplied by the price per DVD and then added to the shipping charge). Increase the width of column I to 11 characters.
10. Copy the formula in cell I6 and paste it into the range I7:I10.

11. In cell E11, enter **Total DVDs**. In cell F11, use the SUM function to calculate the total number of DVDs created for all customers. In cell I11, use the AutoSum feature to insert the SUM function to calculate the total charges for all of the customer orders.

12. Use Edit mode to make the following corrections:

   a. In cell D6, change the street address from "25 Lee St." to **2500 Lee St.**

   b. In cell F9, change the number of DVDs from "15" to **17**.

   c. In cell H8, change the shipping charge from "$7.23" to **$8.23**.

13. Use the Find and Replace commands to replace all occurrences of "St." with **Street**, "Ln." with **Lane**, and "Ave." with **Avenue**.

14. Change the page layout of the Customer Orders worksheet to print in landscape orientation on a single page.

15. Preview and print the contents of the entire workbook.

16. Change the Customer Orders worksheet to formula view, landscape orientation, and scaled to fit on a single page. Preview and print the Customer Orders worksheet.

17. Return the view of the Customer Orders worksheet to Normal view, save your changes to the Order Report workbook, and then save the current workbook as **Revised Report** in the Excel1\Review folder. (*Hint*: Use the Save As command in Backstage view to save the existing workbook with a new name.)

18. Remove Kay Dexter's order from the Customer Orders worksheet.

19. Add the following order directly after the order placed by June Romano: date **4/22/2013**; name **Patrick Crawford**; address **200 Valley View Road, Rome, GA 30161**; phone **(706) 555-0998**; DVDs **14**; price per DVD **$16.55**; shipping charge **$12.45**.

20. Use Edit mode to change the ending date of the report in cell A4 from "April 17" to **April 22**.

21. Save the workbook, preview and print the contents and formulas of the revised Customer Orders worksheet, close the workbook, and then submit the finished workbooks and printouts to your instructor.

SAM

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 this Case Problem: Altac.xlsx

Altac Bicycles   Deborah York is a financial consultant for Altac Bicycles, an online seller of bicycles and bicycle equipment based in Silver City, New Mexico. She has entered some financial information in an Excel workbook for an income statement she is preparing for the company. You will enter the remaining data and formulas. Complete the following:

1. Open the **Altac** workbook located in the Excel1\Case1 folder, and then save the workbook as **Altac Bicycles** in the same folder.

2. Insert three new rows at the top of the Sheet1 worksheet, and then enter the following text on two lines within cell A1:

   Altac Bicycles
   Income Statement*

3. In cell A2, enter **For the Years Ended December 31, 2011 through December 31, 2013**.

4. In the range C6:E7, enter the following net sales and cost of sales figures:

	2013	2012	2011
Net Sales	13,520	10,981	9,034
Cost of Sales	4,140	3,960	3,011

5. In the range C11:E14, enter the following expense figures (expand the column widths as necessary to show the text and data values):

	2013	2012	2011
Salaries and Wages	1,632	1,481	1,392
Sales and Marketing	2,631	2,112	1,840
Administrative	521	410	375
Research and Development	501	404	281

6. In the nonadjacent range C18:E18;C20:E20;C24:E24, enter the following values for Other Income, Income Taxes, and Shares, pressing the Enter or Tab key to navigate from cell to cell in the selected range:

	2013	2012	2011
Other Income	341	302	239
Income Taxes	1,225	1,008	821
Shares	3,621	3,001	2,844

7. In the range C8:E8, enter a formula to calculate the gross margin for each year, where the gross margin is equal to the net sales minus the cost of sales.

8. In the range C15:E15, enter the SUM function to calculate the total operating expenses for each year, where the total operating expenses equal the sum of the four expense categories.

9. In the range C17:E17, enter a formula to calculate the operating income for each year, where operating income is equal to the gross margin minus the total operating expenses.

10. In the range C19:E19, enter a formula to calculate the pretax income for each year, where pretax income is equal to the operating income plus other income.

11. In the range C22:E22, enter a formula to calculate the company's net income for each year, where net income is equal to the pretax income minus income taxes.

12. In the range C25:E25, enter a formula to calculate the earnings per share for each year, where earnings per share is equal to the net income divided by the number of shares.

13. Use the spelling checker to correct and replace any spelling errors in the worksheet. Ignore the spelling of "Altac."

14. In cell A18, use Edit mode to capitalize the word "income."

15. Increase the width of column A to 18 characters and increase the width of column B to 25 characters. Autofit the height of row 1.

16. Rename the Sheet1 worksheet as **Income Statement**, rename the Sheet2 worksheet as **Documentation** and move it to the beginning of the workbook, and then delete the Sheet3 worksheet.

17. In the Documentation worksheet, enter the following text and values:

Cell A1: **Altac Bicycles**

Cell A3: **Author**   Cell B3: your name

Cell A4: **Date**   Cell B4: the current date

Cell A5: **Purpose**   Cell B5: **Income statement for Altac Bicycles for 2011 through 2013**

18. Save the workbook, preview the workbook and make sure each worksheet in portrait orientation fits on one page in the printout, and then print the entire workbook. Close the workbook, and then submit the finished workbook and printouts to your instructor.

*Use the skills
you learned
to complete a
balance sheet for
a food retailer.*

APPLY

Case Problem 2

Data File needed for this Case Problem: Halley.xlsx

Halley Foods   Michael Li is working on the annual financial report for Halley Foods
of Norman, Oklahoma. One part of the financial report will be the company's balance
sheet for the previous three years. Michael has entered some of the labels for the balance
sheet. You will finish the job by entering the actual values and formulas. Complete the
following:

1. Open the **Halley** workbook located in the Excel1\Case2 folder, and then save the
   workbook as **Halley Foods** in the same folder.
2. Rename the Sheet1 worksheet as **Balance Sheet**, and then delete the Sheet2 and
   Sheet3 worksheets.
3. Insert two new rows at the top of the worksheet, and then enter the following text on
   four lines within cell A1:
   Halley Foods
   Balance Sheet
   As of December 31
   For the years 2011 through 2013
4. Change the width of column A to 30 characters, the width of column B to 20 charac-
   ters, and the width of column C to 26 characters. Autofit the height of row 1.
5. Enter the asset and liability values shown in Figure 1-34 into the corresponding cells
   in the Balance Sheet worksheet for each of the last three years.

Figure 1-34   Halley Foods assets and liabilities

		2013	2012	2011
Current Assets	Cash and equivalents	806	589	423
	Short-term investments	1,194	1,029	738
	Accounts receivable	1,283	1,151	847
	Net inventories	683	563	463
	Deferred taxes	510	366	332
	Other current assets	162	153	128
Other Assets	Investments	7,077	5,811	4,330
	Restricted investments	910	797	681
	Property and equipment	779	696	420
	Other assets	1,178	484	485
Current Liabilities	Accounts payable	350	293	192
	Income taxes payable	608	442	352
	Accrued payroll	661	564	389
	Other accrued liabilities	1,397	1,250	775
Minority Interest		44	43	36
Shareholders' Equity	Preferred and common stock	5,557	4837	3,515
	Retained earnings	5,666	4,007	3,401
	Other comprehensive income	299	203	187

6. Use AutoSum to calculate the total current assets, other assets, current liabilities, and shareholders' equity in the ranges D11:F11, D17:F17, D25:F25, and D33:F33, respectively, for each of the previous three years.

7. Insert a formula in the range D19:F19 to calculate the total assets (current assets plus other assets) for each year.

8. Insert a formula in the range D36:F36 to calculate the value of the total current liabilities plus the minority interest plus the total shareholders' equity for each year.

9. Use the spelling checker to correct any spelling mistakes in the Balance Sheet worksheet, and then proofread the worksheet.

10. Change the zoom level of the Balance Sheet worksheet to 70% in Normal view to view the entire contents of the sheet in the workbook window.

11. View the Balance Sheet worksheet in Page Layout view zoomed to 80%, and then scale the height and width of the worksheet to fit on one page.

12. Insert a new worksheet named **Documentation** at the beginning of the workbook.

13. In the Documentation worksheet, enter the following data:

    Cell A1: **Halley Foods**

    Cell A3: **Author**   Cell B3: your name

    Cell A4: **Date**   Cell B4: the current date

    Cell A5: **Purpose**   Cell B5: **Balance Sheet for Halley Foods for 2011 through 2013**

14. Save, preview, and then print the entire Halley Foods workbook.

15. Print the formula view of the Balance Sheet worksheet on two pages in landscape orientation. Return the Balance Sheet worksheet to Page Layout view when you're finished.

16. Save and close the workbook, and then submit the finished workbook and printouts to your instructor.

Explore using AutoSum to calculate production statistics.

CHALLENGE

Case Problem 3

Data File needed for this Case Problem: Global.xlsx

Global Site GPS   Kevin Hodge is a production assistant at Global Site GPS, a leading manufacturer of GPS devices located in Crestwood, Missouri. One of Kevin's jobs is to monitor output at the company's five regional plants. He wants to create an Excel workbook that reports the monthly production at the five sites, including the monthly average, minimum and maximum production, and total production for the previous year. You will create the workbook that reports these statistics. Complete the following:

1. Open the **Global** workbook located in the Excel1\Case3 folder, and then save the workbook as **Global Site** in the same folder.

2. Rename the Sheet1 worksheet as **Production History**, and then insert 12 new rows at the top of the worksheet.

3. Increase the width of column A to 23 characters and the width of columns B through F to 14 characters.

4. In the range B7:F7, enter the titles **Plant1**, **Plant2**, **Plant3**, **Plant4**, and **Plant5**, respectively.

5. In the range A8:A11, enter **Total Units Produced**, **Average per Month**, **Maximum**, and **Minimum**, respectively.

⊕ **EXPLORE**   6. Select the range B26:F26, use AutoSum to calculate the sum of the production values for each of the five plants, and then drag and drop the selected cells to the range B8:F8.

⊕ **EXPLORE**   7. Select the range B26:F26, use AutoSum to calculate the average of the production values for each of the five plants, and then drag and drop the selected cells to the range B9:F9.

⊕ **EXPLORE**

8. Repeat Step 7 to calculate the maximum values for each of the five plants and move those calculated values to the range B10:F10, and then repeat to calculate the minimum production values and drag and drop those calculated values to the range B11:F11.

9. In the Production History worksheet, enter the following data:

   Cell A1: **Global Site GPS**

   Cell A2: **Production Report**

   Cell A3: **Model**   Cell B3: **MapTracker 201**

   Cell A4: **Year**   Cell B4: **2013**

   Cell A5: **Total Units Produced**

10. In cell B5, use the SUM function to add the values in the range B8:F8.

11. Insert a new worksheet named **Plant Directory**, and then move it to be the first worksheet in the workbook.

12. In cells A1 and A2, enter **Global Site GPS** and **Plant Directory**, respectively, and then enter the text shown in Figure 1-35 in the range A4:D9, making sure that the address is entered on two lines within the cell.

Figure 1-35   **Plant directory data**

Plant	Plant Manager	Address	Phone
1	Karen Brookers	300 Commerce Avenue Crestwood, MO 63126	(314) 555-3881
2	Daniel Gomez	15 North Main Street Edison, NJ 08837	(732) 555-0012
3	Jody Hetrick	3572 Howard Lane Weston, FL 33326	(954) 555-4817
4	Yong Jo	900 South Street Kirkland, WA 98033	(425) 555-8775
5	Sandy Nisbett	3771 Water Street Helena, MT 59623	(406) 555-4114

13. Set the width of column B to 15 characters, the width of column C to 30 characters, and the width of column D to 16 characters. Autofit the height of each row to its content.

14. Insert a new worksheet named **Documentation**, move it to be the first worksheet in the workbook, and then enter the following data:

    Cell A1: **Global Site GPS**

    Cell A3: **Author**   Cell B3: your name

    Cell A4: **Date**   Cell B4: the current date

    Cell A5: **Purpose**   Cell B5: **Production report for Global Site GPS**

15. Switch the Production History worksheet to Page Layout view, change the orientation to landscape, and then verify that the worksheet fits on a single page.

16. Save your workbook, preview and print the workbook, close the workbook, and then submit the finished workbook and printouts to your instructor.

Create an Excel workbook to record service calls for a lawn service agency.

CREATE

Case Problem 4

There are no Data Files needed for this Case Problem.

Green Lawns   Green Lawns provides yard service and maintenance for homes in and around Mount Vernon, Ohio. Gary Taylor manages the accounts for Green Lawns and wants to use Excel to record weekly service calls made by the company. Gary provides you with the list of service calls made in the first week of August. You will use this data to create the workbook for Gary. Complete the following:

1. Open a blank workbook, and then save it as **Green Lawns** in the Excel1\Case4 folder included with your Data Files.
2. Rename the Sheet1 worksheet as **Documentation**, and then enter information documenting the workbook. Include the name of the company, your name, the current date, and a brief description of the purpose of the workbook. The layout and appearance of the worksheet are up to you.
3. In the Sheet2 worksheet, enter the service calls shown in Figure 1-36, and then enter appropriate formulas to calculate the service charge for each customer. Green Lawns charges each customer a base fee plus a working fee that is equal to the hourly rate multiplied by the number of hours worked. Also, enter a formula to calculate the total charges for all customer calls. The layout and appearance of the page are up to you.

Figure 1-36   **August service calls (week 1)**

Customer	Address	Phone	Last Service	Hours	Base Fee	Hourly Rate
David Lane	391 Country Drive Mount Vernon, OH 43050	(740) 555-4439	8/2/2013	3	$35	$17.50
Robert Gomez	151 Apple Lane Mount Vernon, OH 43051	(740) 555-0988	8/2/2013	3.5	$35	$17.50
Sandra Lee	112 Main Street Mount Vernon, OH 43050	(740) 555-3773	8/3/2013	1.5	$20	$14.50
Gregory Sands	305 Country Drive Mount Vernon, OH 43050	(740) 555-4189	8/3/2013	5	$35	$21.50
Betty Oaks	205 Second Street Mount Vernon, OH 43049	(740) 555-0088	8/3/2013	1.5	$20	$14.50

4. Rename the Sheet2 worksheet as **Service Calls**, and then delete any unused sheets from the workbook.
5. Check the spelling in the workbook, correcting any spelling errors, and then proofread the workbook.
6. Save the workbook, preview the worksheets to ensure that each fits onto a single page, and then print the entire workbook. Close the workbook, and then submit the finished workbook and printouts to your instructor.

SAM: Skills Assessment Manager

ENDING FILES

Excel1 → Tutorial

RipCity Digital Orders.xlsx

Review

Order Report.xlsx
Revised Report.xlsx

Case1

Altac Bicyles.xlsx

Case2

Halley Foods.xlsx

Case3

Global Site.xlsx

Case4

Green Lawns.xlsx