# **EX16\_XL\_CH01\_GRADER\_CAP\_AS - Training Workshops 1.6**

## **Project Description:**

You manage a company that provides corporate training workshops. Your two types of clients are business people and college professors. You want to complete a spreadsheet that calculates gross revenue for upcoming training workshops. Finally, you will improve the appearance of the worksheet by applying font, alignment, and number formats.

## **Steps to Perform:**

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| 1 | Start Excel. Download and open the file named *e01\_grader\_a1.xlsx*. | 0 |
| 2 | Copy the range A5:G5 and paste the data below the Big Data Analytics row. For the pasted data, change the start date to **6/25/2018** and the end date to **6/29/2018**. Change the # of Corporate Attendees to **10** and the # of Education Attendees to **10**. | 7 |
| 3 | Merge and center the cells F3 and G3. Merge and center the range H3:J3. | 5 |
| 4 | Apply Bold and Green font color to the range F3:J3. | 5 |
| 5 | For the range A4:J4, apply the Good cell style, wrap text, and center horizontally. | 6 |
| 6 | Insert a column to the right of the End Date column. Type **# of Days** in cell D4. | 5 |
| 7 | In cell D5, enter a formula to calculate the number of days for the first workshop. Add **1** to the results to include the total number of days, including the start and end dates. Copy the formula to the range D6:D9. | 5 |
| 8 | Apply Number format with zero decimal places to the range D5:D9. | 5 |
| 9 | Increase indent three times for the range D5:D9. | 5 |
| 10 | Delete the row containing the Adv. Project Management workshop. You canceled this workshop because only one person registered for it. | 5 |
| 11 | In cell I5, enter a formula to calculate the gross corporate revenue for the first workshop by multiplying the cost per attendee by the number of corporate attendees. Copy the formula to the range I6:I8. | 5 |
| 12 | In cell J5, enter a formula to calculate the gross education revenue by subtracting the education discount rate from **1**, multiplying the result by the cost per attendee and multiplying by the number of education attendees. Copy the formula to the range J6:J8. | 5 |
| 13 | In cell K5, enter a formula to add the Corporate Gross Revenue and the Education Gross Revenue. Copy the formula to the range K6:K8. | 5 |
| 14 | Format the range F5:F8 with Percent Style. | 4 |
| 15 | Format the ranges E5:E8, I5:K8 with Accounting Number Format with zero decimal places. | 5 |
| 16 | Change the width of columns F, G, and H to **9**. | 5 |
| 17 | Apply Outside Borders to the range G5:H8. Apply Outside Borders to the range I5:K8. | 5 |
| 18 | Select Landscape orientation. | 3 |
| 19 | Set a 1.5-inch top margin and center the worksheet horizontally on the page. | 5 |
| 20 | Change the scaling to 90%. | 4 |
| 21 | Insert a footer with the text **Exploring Series** on the left side, the sheet name code in the center, and the file name code on the right side. | 6 |
| 22 | Save the workbook. Close the workbook and then exit Excel. Submit the workbook as directed. | 0 |

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| **Total Points** | **100** |