# **EX16\_XL\_CH04\_GRADER\_CAP\_HW - Rockville Auto Sales 1.15**

## **Project Description:**

You work for Rockville Auto Sales and have been asked to aid in the development of a spreadsheet to manage sales and inventory information. You will start the task with a prior worksheet that contains vehicle information and sales data for 2018. You need to convert the data to a table. You will manage the large worksheet, prepare the worksheet for printing, sort and filter the table, include calculations, and then format the table.

## **Steps to Perform:**

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| 1 | Open the downloaded file *exploring\_e04\_grader\_h1.xlsx*. | 0 |
| 2 | Freeze the first row on the Fleet Information worksheet. | 5 |
| 3 | Convert the data to a table, name the table **Inventory**, and apply the Gold, Table Style Medium 19. | 10 |
| 4 | Remove duplicate records. | 3 |
| 5 | Sort the table by Make in alphabetical order, add a second level to sort by Year Smallest to Largest, and a third level to sort by Sticker Price Smallest to Largest. | 5 |
| 6 | Repeat the field names on all pages. | 5 |
| 7 | Change page breaks so each vehicle make is printed on a separate page. | 5 |
| 8 | Add a footer with your name on the left side, the sheet name code in the center, and the file name code on the right side. | 6 |
| 9 | Click the Sales Information worksheet and convert the data to a table, name the table **Sales**, and apply the Green, Table Style Dark 11. | 10 |
| 10 | Type **% of sticker** in cell E1. | 2 |
| 11 | Create a formula with structured references to calculate the percentage of the Sticker Price in column E. | 5 |
| 12 | Format the range E2:E30 with Percent Style Number Format. | 5 |
| 13 | Add a total row to display the Average of % of sticker and Sum of Sticker Price and Sale Price. | 7 |
| 14 | AutoFit the width of columns B:E to show the total values. | 0 |
| 15 | Select the range E2:E30. Apply Solid Fill Blue Data Bars conditional formatting to the % of sticker data. | 8 |
| 16 | With the range E2:E30 selected, create a new conditional formatting rule that uses a formula to apply yellow fill and bold font to values that sold for less than or equal to 70% of the sticker price. Be sure to select a Rule Type that will use a formula to determine which cells to format. | 5 |
| 17 | On the First Quarter Sales worksheet, rename the table **FirstQuarter**. | 2 |
| 18 | Filter the data to display January, February, and March sales. | 6 |
| 19 | Add a footer with your name on the left side, the sheet name code in the center, and the file name code on the right side. | 6 |
| 20 | Select Landscape orientation for all sheets. | 5 |
| 21 | Save and close the workbook. Submit the workbook as directed. | 0 |

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