# **Exp19\_Excel\_Ch01\_HOEAssessment\_OKOS**

## **Project Description:**

As manager of OK Office Systems (OKOS), you want to calculate the retail price, sale price, and profit analysis for selected items on sale this month. You will calculate sale prices based on discount rates. Finally, you will calculate the profit margin to determine the percentage of the final sale price over the cost. You will adjust column and row settings, move and copy data, format the worksheet, and apply Page Setup options.

## **Steps to Perform:**

| **Step** | **Instructions** | **Points Possible** |
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| 1 | Start Excel. Download and open the file named *Exp19\_Excel\_Ch01\_HOEAssessment\_OKOS.xlsx*. Grader has automatically added your last name to the beginning of the filename. | 0 |
| 2 | Find all occurrences of **Amount** and replace them with **Price**. | 2 |
| 3 | You want to use Auto Fill to enter a series of codes representing the year (2021), the month (09), and a number.  Enter **2021-09-100** in cell B6 and use Auto Fill to complete the sequence for the range B7:B11. Hint: Use the fill handle and the Auto Fill Options to fill the series. | 3 |
| 4 | The OKOS workbook contains spelling errors that need to be corrected.   Use Excel to check and correct the spelling errors in the worksheet. Hint: The Review tab contains the Spelling tool. | 4 |
| 5 | The worksheet contains the cost and retail prices. You want to calculate the amount of markup.  In cell D6, enter a formula to calculate the markup amount, which is the difference between the retail price and cost. Copy the formula to the range D7:D11. Hint: The formula is =Retail Price - Cost. | 5 |
| 6 | Each item is on sale this week. The sale price is X percent off the retail price. You need to calculate the sale price.  In cell G6, calculate the sale price. Copy the formula down the range G7:G11. Hint: The formula is either =Retail Price - (Percent Off \* Retail Price) or =Retail Price \* (1- Percent Off). | 5 |
| 7 | The profit margin is the ratio of the net profit as a percentage of revenue. The formula first calculates the net profit between the sale price and the cost and divides that by the sale price.  In cell H6, enter a formula to calculate the profit margin. Copy the formula to the range H7:H11. Hint: The formula is =(Sale Price - Cost) / Sale Price | 5 |
| 8 | The filing cabinets are out of stock; therefore, you should remove that product from the list of products on sale.  Delete row 8 that contains the filing cabinet data. Hint: Delete is on the Home tab. | 2 |
| 9 | You want to insert a row to display the heading **Furniture** above the furniture products.  Insert a new row 8 and type **Furniture** in cell A8. Bold the word *Furniture* in cell A8. Hint: Insert is on the Home tab or on the shortcut menu. | 4 |
| 10 | Column A is too narrow for the product names. You want to increase the width.  Increase the width of column A to **28.00**. Hint: Format is on the Home tab or you can drag the column border. | 4 |
| 11 | The *32" Curved Monitor* product is below the *Furniture* heading. This product belongs in the *Electronics* area. You will move the monitor product row to be above the *Furniture* heading.  Insert a row above the *Furniture* heading, cut the *32" Curved Monitor* row, and paste it in the range A8:H8. Hint: Insert, Cut, and Paste are on the Home tab. | 6 |
| 12 | The worksheet title should stand out prominently on the worksheet.  Merge and center the title over the range A1:H1, apply the Accent 1 cell style, and change the font size to 14. Hint: Merge, Cell Style, and Font Size are on the Home tab. | 5 |
| 13 | The column headings on row 4 should be formatted to improve the appearance of the worksheet.  Wrap text and horizontally center the headings in the range A4:H4. Apply Blue, Accent 5, Lighter 80% fill color to the range A4:H4. Hint: Wrap Text, alignment, and fill color options are on the Home tab. | 6 |
| 14 | To distinguish the product names from the category headings Electronics and Furniture, you will indent the product names.  Indent twice the product names in the ranges A6:A8 and A10:A11. Hint: Indent is on the Home tab. | 5 |
| 15 | You want to display the dollar signs for the monetary amounts and then decrease decimals if all amounts are whole dollars.  Apply Accounting Number Format to the ranges C6:E11 and G6:G11. Select the range C6:C11 and decrease the decimal places to show only whole amounts. Hint: Accounting Number Format and the option to decrease decimals are on the Home tab. | 8 |
| 16 | The Percent Off and Profit Margin values should be formatted with percent signs.  Select the ranges F6:F11 and H6:H11. Apply Percent Style and increase the decimal points to show one digit to the right of the decimal point. Hint: Number formatting is on the Home tab. | 5 |
| 17 | You want to apply a border around the worksheet data to look professional when printed.  Select the range A1:H11 and apply Outside Borders. | 5 |
| 18 | Because the worksheet contains more columns than rows, it would look better in landscape orientation.  Change the orientation to landscape. Hint: Orientation is on the Page Layout tab. | 5 |
| 19 | You continue to apply Page Setup options to prepare the worksheet to be printed, if needed.  Set a 1-inch top margin and select the option to horizontally center the data on the page. Apply the option to fit the worksheet data to one page. Hint: Use the Page Layout tab. | 6 |
| 20 | It is important to provide identification information in a footer of the worksheets. In particular, the textbook series name, the worksheet name, and the file name to help identify the worksheet.  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. Hint: The Header & Footer option is on the Insert tab or through the Page Setup dialog box. | 5 |
| 21 | To preserve the original data, you make a copy of a worksheet so that you can manipulate the data or if you want to review the formulas.  Rename Sheet 1 as **September**. Copy the September sheet to the right and rename the copied sheet as **Formulas**. | 6 |
| 22 | You want to display the formulas and set print options so that it will be easier to read and interpret the rental formulas on a printout, if needed.  Display formulas on the Formulas sheet. Select the options to print gridlines and headings. Hint: Use the Formulas tab and the Page Layout tab to set options. | 4 |
| 23 | Save and close *Exp19\_Excel\_Ch01\_HOEAssessment\_OKOS.xlsx*. Exit Excel. Submit the file as directed. | 0 |

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