

## ISM 4547, Module 1 Project (120 points)

- Data:** Find some data in a topic you are interested in. You use your own data, or can look at Kaggle.com or Google some interesting data already in spreadsheet or CSV form. **Don't use data from our text or from our EE exercises.** Some interesting places to look. You can add additional fields to your data to demonstrate skills, as needed.

<a href="https://catalog.data.gov/dataset">catalog.data.gov/dataset</a>	<a href="http://www.bls.gov">www.bls.gov</a>	<a href="http://www.bls.gov/bls/occupation.htm">www.bls.gov/bls/occupation.htm</a>
<a href="http://www.bls.gov/audience/students.htm">www.bls.gov/audience/students.htm</a>	<a href="https://dos.myflorida.com/elections/data-statistics/elections-data">dos.myflorida.com/elections/data-statistics/elections-data</a>	<a href="http://www.votehillborough.org/RESEARCH-DATA/Voter-Statistics">www.votehillborough.org/RESEARCH-DATA/Voter-Statistics</a>
<a href="https://github.com/awesomedata/awesome-public-datasets">github.com/awesomedata/awesome-public-datasets</a>	<a href="https://towardsdatascience.com/top-10-great-sites-with-free-data-sets-581ac8f6334">towardsdatascience.com/top-10-great-sites-with-free-data-sets-581ac8f6334</a>	<a href="https://www.kaggle.com">www.kaggle.com</a>

### 2. Excel Workbook:

- Create an Excel workbook starting with 1 or more **named** worksheets that illustrate your understanding of some of the techniques / skills listed below. Name it 'LastNameFirstInitial\_mod1.xlsx' (for example: WarnerB\_mod1.xlsx)
- Make sure your skills make sense for the data you are analyzing. If not, find some different data. You want to present a cohesive analysis, not a spreadsheet of random formulas / techniques.

### 3. Word Document:

- Download the supplied Word document form and rename it to include your name. Use it to describe each skill used in your project, noting where I can find each skill and how it's used within your project. Feel free to add screenshots to your Word document to show what you've done. Sample:

Skill #	Skill used	Workbook	Cells	Description																																
18.	Use =randbetween to create data	SalesInfo	W8:Y13	Used to create sales data, then copy/pasted values to set the formulas to values <table><tr><td></td><td>Jan</td><td>Feb</td><td>March</td></tr><tr><td>Monday</td><td>=RANDBETWEEN(300,900)</td><td>=RANDBETWEEN(300,900)</td><td>=RANDBETWEEN(300,900)</td></tr><tr><td>Tuesday</td><td>=RANDBETWEEN(300,900)</td><td>=RANDBETWEEN(300,900)</td><td>=RANDBETWEEN(300,900)</td></tr><tr><td>Wednesday</td><td>=RANDBETWEEN(300,900)</td><td>=RANDBETWEEN(300,900)</td><td>=RANDBETWEEN(300,900)</td></tr><tr><td>Thursday</td><td>=RANDBETWEEN(300,900)</td><td>=RANDBETWEEN(300,900)</td><td>=RANDBETWEEN(300,900)</td></tr><tr><td>Friday</td><td>=RANDBETWEEN(300,900)</td><td>=RANDBETWEEN(300,900)</td><td>=RANDBETWEEN(300,900)</td></tr><tr><td>Saturday</td><td>=RANDBETWEEN(300,900)</td><td>=RANDBETWEEN(300,900)</td><td>=RANDBETWEEN(300,900)</td></tr><tr><td>Sunday</td><td>=RANDBETWEEN(300,900)</td><td>=RANDBETWEEN(300,900)</td><td>=RANDBETWEEN(300,900)</td></tr></table>		Jan	Feb	March	Monday	=RANDBETWEEN(300,900)	=RANDBETWEEN(300,900)	=RANDBETWEEN(300,900)	Tuesday	=RANDBETWEEN(300,900)	=RANDBETWEEN(300,900)	=RANDBETWEEN(300,900)	Wednesday	=RANDBETWEEN(300,900)	=RANDBETWEEN(300,900)	=RANDBETWEEN(300,900)	Thursday	=RANDBETWEEN(300,900)	=RANDBETWEEN(300,900)	=RANDBETWEEN(300,900)	Friday	=RANDBETWEEN(300,900)	=RANDBETWEEN(300,900)	=RANDBETWEEN(300,900)	Saturday	=RANDBETWEEN(300,900)	=RANDBETWEEN(300,900)	=RANDBETWEEN(300,900)	Sunday	=RANDBETWEEN(300,900)	=RANDBETWEEN(300,900)	=RANDBETWEEN(300,900)
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### 4. Submit the Excel and Word files to Canvas and be sure to check your upload

- Include 37 of the skills below from the first few chapters of our text and at least 3 of those labeled #53 to #56. Again, the skill must be incorporated into your project in a relevant way, not just a bunch of skills demos. 3 points each for correct, good use of the skill and complete, clear documentation in the Word document.
- Note – if you don't include it in the documentation or the documentation is incomplete or incorrect, points for the skill won't be earned.

1) Add new items to the Quick Access toolbar (take a screenshot and add to your workbook)	2) Use Autofill w/ Text (days of the week, months of the year)	3) Use Autofill w/ formulas	4) Create a simple table & format it with a different style
5) Create a simple bar chart	6) Create a data entry form from a worksheet	7) Insert a picture and format it (take a screenshot of the dialog pane to show how you formatted it)	8) Add a color to each worksheet tab
9) Autofill w/ series of values / numbers / dates	10) Text Wrap w/forced break	11) Shape w/format modified	12) 3 <b>custom</b> number or date formats

13) Enter a fraction so it displays as a fraction (not a decimal)	14) Enter the current date into a worksheet (ctrl keys)	15) Use a formula to display the date so that it changes each time the worksheet is opened	16) Hide columns or rows
17) Freeze panes (besides first row or first column)	18) Use =randbetween to create data	19) Create a watch window (Windows only - take a screenshot)	20) Create a view with 2 worksheets displayed (take a screenshot)
21) Select non-contiguous rows or cells for a chart (not a bar chart)	22) Copy and paste transpose (and check out other paste options)	23) Multiple items on the clipboard (take a screenshot)	24) Named range – and see how to edit / delete a named range
25) Add a note (not a comment)	26) Add & change a note's format. Try adding an image (Windows only)	27) Use the Data Validation input message to create a 'comment' for a cell (see ' An alternative to cell comments' section)	28) Filter a table
29) Create a formula that includes a cell from another worksheet	30) Change the theme of a table	31) Merge and center with background fill and fancy border	32) Sort a table (take a screenshot showing the sort dialog)
33) Absolute & relative cell reference in one formula	34) If statement to get rid of any potential divide by zero errors	35) Count, Counta, AND Countblank formulas	36) Mean, Median AND Mode
37) Percentiles	38) Max, large AND rank	39) INDEX	40) SUMPRODUCT
41) Simple IF (besides group 1 IF)	42) Multiple condition IF	43) IF with OR	44) IF with AND
45) SUMIF or SUMIFS	46) COUNTIF or COUNTIFS	47) AVERAGEIF or AVERAGEIFS	48) VLOOKUP w/ IFERROR
49) HLOOKUP	50) XLOOKUP with if_not_found message included	51) Simple criteria conditional formatting	52) Conditional formatting using color scales, data bars AND Icons
<b>Conditional Formatting based on:</b>			
53) Dates	54) Value in another cell	55) Values in 1 list but not another (don't use duplicate / unique feature)	56) Values that are in 2 lists (don't use duplicate / unique feature)

➔ If you want to substitute a skill for one in the table above, just email me and we can discuss.