Project 1 of 5: Auction

1.Extract the ID codes (first four characters) and full names from the "Name and ext." column. Ensure that the full names are capitalized with only the first letters in uppercase. The format of the full name is as follows: 8064-SALAZAR, AMAL - Amal Salazar

2. On the "Pricing" worksheet, use Goal Seek to determine the change in cell D4 that would result in a "Profit" of "$500" in cell F4.

3. On the "Auction" worksheet, create a Histogram chart that shows the "Bid" values in bins with widths of "1000". Show the Overflow bin for values over "2500". Format the bin range numbers to display to "0" decimal places. Keep all other default settings.

4. In the Pivot Table on the "Auction Analysis" sheet, group the values in the BID column. The grouping should start at 800 and end at 2000, with intervals of 400.

Project 2 of 5: Bellows College

1.On the "Results" worksheet, use an Excel feature to Group all the table rows that have a value of "A" in the "Section" column.

2. On the "Results" worksheet, in the "ExamResults" table, create a conditional formatting rule. Use a formula to format the "Name" column in Red text color (from the Standard Colors palette) if the average of the four exam results is less than 60.

3. In the "Report" macro, update the "PrintTitleRows" property to print only row 3 as the title row (3:3), and set the "PrintGridlines" property to True to enable printing of gridlines.

4. On the "Summary" worksheet, in cell A4, create a PivotTable using the data in the "Exam Results" table of the "Results" worksheet.

5.In the PivotTable, display a row for each "Section." Display the average "Best Result" for each "Section" to one decimal place.

Project 3 of 5: Adventure Works Cycles

1.Configure Excel to save an AutoRecover version of each open file every "6" minutes.

2. All the cells on the "Work Sites" worksheet are unlocked. On the worksheet, lock only cells F4:F10. Ensure that users can select and format cells after protecting the worksheet. Protect the worksheet using the password "123".

3. On the "Sales Projections" worksheet, in cells C8 , use the Fill Series feature to project a growth of 12 percent per year for the "London" office.

4. Adventure Works Cycles plans to send $10, $20, and $30 gift cards to loyal customers each quarter of the year to celebrate its 50th anniversary. On the "Loyalty" worksheet, in cell C4, enter a formula that uses the "RANDARRAY" function to randomly determine the gift card amount each customer will receive for each quarter.

5. On the "Orders" worksheet, in cell G3, write the formula to display the total "Quantity" of parts that have a "Due Date" before today. Do not include today's date.

6. On the "Locations" worksheet, create a chart that displays the "Units in Production" at each location as a Clustered Column and the "Maximum Units" at each location as a Line with Markers on the same chart. Display the "Location" cities as the horizontal axis labels.

Project 4 of 5: A. Datum Corporation

1.Require that users enter the password “123” before they can add, delete, move, rename, or hide worksheets in the current workbook.

2. On the "Suppliers" worksheet, in the "Supplier ID" column, apply a custom number format to automatically display each ID with the "#" symbol followed by five digits. The existing number should be padded with zeroes to create the five digits. For example, "123" will be displayed as "#00123".

3. On the "Orders" worksheet, in the "Order Total" column, create a conditional formatting rule that uses the Icon Sets format style to display a Pink Circle when the value is greater than or equal to "1000", a Yellow Circle when the value is less than 1000 and greater than or equal to "200", and a Gray Circle when the value is less than 200.

4. On the “Orders” worksheet, in cell J5, enter a formula to return the single largest “Order Total” based on the “Supplier” and the “Material” displayed in cells J3 and J4.

5. On the Purchase Summary worksheet, configure the Pivot Table to display a blank line below the last "Supplier" in each "Material" section.

Project 5 of 5: Wide World Imposters

1.On the "Orders" worksheet, in the "Discount" column, modify the conditional formatting rule applied to the largest discounts. Change the font style to Bold and the font color to Green, Accent 6, Darker 25% (from the Theme Colors palette.)

2. On the “Inventory” worksheet, in cell H3, enter a formula that returns the total quantity of “In Stock” products that are marked “Yes” in the “Discontinued” column.

3. On the “Orders” worksheet, in the “Region” column, enter a formula that displays the “Region” of each order’s customer by matching the “Costumer ID” value with the “ID” value on the “Costumers” worksheet.

4. On the “Product” worksheet, in cell D4, enter a formula that will display the data from A4:B80 sorted by the “Unit Price” in descending order.

5. On the "Customer Contacts" worksheet, insert a slicer that allows users to filter the PivotTable data by "Region". Use the slicer to display only data from customers in "Switzerland".

6. On the “Order Analysis” worksheet, configure the PivotChart to show only the Report Filter Field Buttons.