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Book: New Perspectives on Microsoft® Office 2010, First Course, 1st Edition Page: EX112

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## EX 112 Excel | Tutorial 2 Formatting a Workbook

Figure 2-42 GrillRite Grills packing slip

	A	B	C	D	E
1	<b>GrillRite Grills</b>		<b>Packing Slip</b>		
2	200 Commerce Lane				
3	Hammond, Indiana 46324				
4					
5	<b>Order Date</b>	Tuesday, April 30, 2013	<b>Date</b>	Friday, May 03, 2013	
6	<b>Order Number</b>	GR3985-11	<b>Sales Rep</b>	Linda Bingham	
7	<b>Purchase Order</b>	GR005-205-11	<b>Account Num</b>	188	
8					
9	<b>Ship To</b>		<b>Bill To</b>		
10	<b>Address</b>	Blake Stout	<b>Address</b>	Hilltop Hardware	
11		Hilltop Hardware		450 Drake Avenue	
12		450 Drake Avenue		Monroe, WI 53566	
13		Monroe, WI 53566			
14					
15					
16					
17	<b>Item</b>	<b>Product No.</b>	<b>Description</b>	<b>Order Quantity</b>	
18	1	MG304-29	Mini-Grill Set	7	
19	2	TTG044-22	Table Top Grill Box	4	
20	3	GC141-35	Grill Cleanser Box (35)	10	
21	4	GTK412-15	Grill Toolkit (Standard)	8	
22	5	GPK252-29	Grill Parts Kit (Standard)	10	
23	6				
24	7				
25	8				
26	9				
27	10				
28	<b>Total</b>			<b>39</b>	
29					
30	<b>Comments</b>				
31	Please contact shipping manager Brian Simpko (ext. 315) regarding discount shipping rates.				
32					
33					
34					
35					
36					
37					
38					
39					
40			Thank you for your business!		

21. Make sure the worksheet's page orientation is set to portrait, and then add a footer that displays your name in the left section, the filename in the center section, and the current date in the right section.
22. Save and close your workbook. Submit the finished workbook to your instructor, either in printed or electronic form, as requested.

Apply conditional formats to create a wind speed grid.

## CHALLENGE

## Case Problem 3

Data File needed for the Case Problem: Wind.xlsx

**Arcadia Wind Farm** Tara Young is a researcher at Arcadia Wind Farm, a government research center near Topeka, Kansas, involved in exploring how to create economical and efficient wind farms. One of Tara's jobs is to record wind speeds from different sectors of the wind farm. Tara has entered the wind speed data into a workbook as a table with wind speed measures laid out in a grid. Because the numbers are difficult to read

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## Tutorial 2 Formatting a Workbook | Excel

EX 113

and interpret, you will color code the wind speed values using a conditional format. Complete the following:

## EXPLORE

1. Open the **Wind** workbook located in the Excel2\Case3 folder included with your Data Files, and then save the workbook as **Wind Farm**. In the Documentation sheet, enter your name and the date.
2. Go to the Wind Speed Grid worksheet. Merge the range A1:V1, and then apply the Heading 1 style to the merged cell and set the font size to 20 points.
3. Select the range B3:V3, and then change the font style to white text on a black background. Copy this formatting to the grid coordinates in the range A4:A64.
4. Select the range B4:V64. The data in this range comprises the wind speed measures for different sensors in Sector 5.

## EXPLORE

5. Create a conditional formatting that highlights cells whose value equals 18 with fill color equal to the RGB color value (99, 37, 35). (*Hint: In the Equal To dialog box, select Custom Format in the with box to open the Format Cells dialog box. On the Fill tab, in the Background Color section, click the More Colors button, and then click the Custom tab to enter the RGB color value.*)

6. Repeat Step 5 to continue creating conditional formats that set highlight colors for the following wind speed values:

Wind Speed	RGB Color Value
16 m/s	(150, 54, 52)
14 m/s	(218, 150, 148)
12 m/s	(230, 184, 183)
10 m/s	(242, 220, 219)
8 m/s	(242, 242, 242)
6 m/s	(255, 255, 255)
4 m/s	(197, 217, 241)
2 m/s	(141, 180, 226)
0 m/s	(83, 141, 213)

7. In the range B4:V64, reduce the font size of the values to 1 point.
8. Enclose each of the cells in the range B4:V64 in a light gray border.
9. Apply the conditional highlight colors specified in Steps 5 and 6 to the legend values in the cell range X3:X12.
10. Merge the range Y3:Y12, and then center the contents of the merged cell and rotate the text down. Display the text in a bold 18-point font.
11. Set the print area of the page to the range A1:Y64.
12. On the Page Layout tab, scale the page to fit on a single page. (*Hint: Use the Width and Height boxes in the Scale to Fit group to force the worksheet to fit on one page.*)
13. Add a header to the printed page with your name in the top-left header and the file-name in the top-right header.
14. Save and close your workbook. Submit the finished workbook to your instructor, either in printed or electronic form, as requested.

## EXPLORE

Format a meal-planning worksheet that highlights high-calorie and high-fat foods.

CREATE

## Case Problem 4

Data File needed for the Case Problem: Life.xlsx

**Life Managers** Kate Dee is a dietician at Life Managers, a company in Kleintown, Michigan, that specializes in personal improvement, particularly in areas of health and fitness. Kate wants to create a meal-planning workbook for her clients who want to lose weight and improve their health. One goal of meal planning is to decrease the percentage of fat in the diet. Kate thinks it would be helpful to highlight foods that have a high