**ADVANCED CHALLANGE**

**STEP 2**: The current sheet names are not very meaningful. Let's change that as follows:

* Sheet1: April
* Sheet2: May
* Sheet3: June
* Sheet4: Report

**STEP 3**: Make a copy of the sheet **June**, move that copy to the left of all the other sheets (first in the workbook), call it **Summary**.

**STEP 4**: It is useful to provide visual clues to users. Change the colours of the tabs to distinguish Monthly figures from summary data.

**STEP 5**: Since the worksheets are set up identically, they are perfectly suited for 3-D cell references. Use 3-D cell references to sum up the help desk hours for April, May & June into the **Summary** sheet.

**STEP 6**: On the **Report** sheet, use linking formulas to get the total tickets for April, May and June from the workbooks supplied.

The next few instructions are a bit tricky. You should not need to add any columns to achieve these tasks. These tasks are similar to what was in the **Consolidate by Category (Reference)** video. In that video, we consolidated sheets that had different categories and in a different order by selecting **Use labels in: Left column**. **Consolidate by Category** can also condense multiple rows with the same category down to a single row per category.

When you select the references, note that you will need to select at least 2 columns. The first column will be used for the labels and the other column(s) will be consolidated using the **Function** that you select in the **Consolidate** dialog.

**STEP 7**: Use the **Consolidate** tool to generate a summary of the number of tickets raised per priority for May Week 4, June Week 1 and June Week 2 (combined). Sort the consolidated data by **Priority**.

**STEP 8**: Use the **Consolidate** tool to generate a summary of the average number of days a ticket was open per priority for May Week 4, June Week 1 and June Week 2. Sort the consolidated data by **Priority** and change number of decimal places to 2 (change the format, do not use a rounding function).

**IMPORTANT: Before the next step, make sure you delete the other references in the Consolidate tool!**

**STEP 9**: Use the **Consolidate** tool to generate a summary of the number of tickets given each satisfaction rating for May Week 4, June Week 1 and June Week 2. Use a **COUNT** function. Sort the consolidated data by **Satisfaction Rating**.

**Practice Challenge**

In this practice challenge, you are going to apply what you have learned this week in a new context.

**STEP 1**: Download the workbook below and open it in Excel.

**STEP 2**: To make the workbook easier to use you should give each sheet a meaningful name. Change the sheet names as follows:

* Sheet1: Q1
* Sheet2: Q2
* Sheet3: Q3
* Sheet4: Q4

**STEP 3**: Make a copy of **Q1**, move it to the left of **Q1** (after **Inventory**), and rename it to **Sales Summary**. Change the heading to **Sales by Category – Bondi** and delete the unit sales and revenue figures, but not the categories or total calculations.

**STEP 4**: It is useful to provide visual clues to users. Change the tab colours of the **Quarterly Sales** sheets to red and the **Summary** data to blue.

**STEP 5**: Since the worksheets are set up identically, they are perfectly suited for 3-D cell references. Use 3-D cell references to sum up the books sold and revenue by category for **Q1**, **Q2**, **Q3** and **Q4** in the **Summary** sheet. Save your workbook.

**STEP 6**: Download and open the workbooks below, and arrange them so you can see all four on the screen.

**STEP 7**: In **W1\_PracticeChallenge\_HeadOffice.xlsx** go to the **HO Sales Summary** tab. Use linking formulas to total the books sold and revenue (by category) for the three branches (**Manly**, **Bondi** & **Avalon**).

**STEP 8**: Still in **W1\_PracticeChallenge\_HeadOffice.xlsx** go to the **HO Inventory** tab. Because the inventories are slightly different for each store we can’t use linking formulas to get a total inventory. Instead, use the **Consolidate** tool (no links) to find out the total number of books we have in stock for each title.