Week 1: Practice Challenge

Practice Challenge - Instructions

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.

📎 **W1_PracticeChallenge_Bondi**
   XLSX File

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.

📎 **W1_PracticeChallenge_Avalon**
   XLSX File

📎 **W1_PracticeChallenge_HeadOffice**
   XLSX File

📎 **W1_PracticeChallenge_Manly**
   XLSX File

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.