

Unit 1 ► [Executive...]

1. Format the cell range **A5:D106** to use center horizontal alignment.
2. Format the cell range named **PopValues** to not display decimal places.

Unit 2 ► [Executive...]

1. Insert a header that contains the **filename** on the left side and **sheet** on the right side.
2. Insert a footer that contains the **author**, **page number** and **current date**.

Unit 3 ► [Executive...]

1. Remove all comments, annotations, personal information and document properties in the workbook.

Unit 4 ► [Executive...]

1. Insert a new worksheet named **2009 Sales (Corrected)** between the **2009 Sales** and **2010 Sales** worksheets.
2. Copy only the values from the cell range **A1:G26** in the **2009 Sales** worksheet to the new worksheet.
3. Copy only the formatting from the cell range **A1:G26** in the **2009 Sales** worksheet to the **2010 Sales** worksheet.

Unit 5 ► [Executive...]

1. Add the text **Sunday** to cell **A2** and enumerate the days of the week from cell **A3** to **A8**.
2. Add the text **January** to cell **B1** and enumerate the months of year from cell **C1** to **M1**.

Unit 6 ► [Executive...]

1. In the **Summary** worksheet, link the text **2009 Sales** to the 2009 Sales worksheet and **2010 Sales** to the 2010 Sales worksheet.
2. In the **Summary** worksheet, apply a hyperlink to **If you have any Units, please email the sales department.** with the e-mail address **sales@verigon.com** and subject **Sales Summary**.

Unit 7 ► [Executive...]

1. In the **Flavor Cost** worksheet, apply the formatting from cell **A27** to **A1** and from **A28** to the cell range **A2:E2** and **A3:A25**.
2. In the **Flavor Cost** worksheet, format data in the **Markup** column to display as percentages.

Unit 8 ► [Executive...]

1. In the **2010 Sales** worksheet, apply the **Heading 1** cell style to cell **A1**.
2. In the **2010 Sales** worksheet, merge and center the content in the top row from column A to G.

Unit 9 ► [Executive...]

1. Ensure that row and column headings and gridlines display when printing the worksheet.
2. Set the labels in the fourth row to repeat on each page.

Unit 10 ► [Executive...]

1. Hide the label and data in the Fax, Ext and Mobile columns.
2. Hide the label and data in the **San Diego Satellite Office** rows.

Unit 11 ► [Executive...]

1. Set the print area to include only cells in the **Verigon Pharmaceuticals Quarterly Earnings** table.
2. Change the page orientation to landscape.

Unit 12 ► [Executive...]

1. In the **2010 Sales** worksheet, format the data range **A2:G26** as a table using the **Table Style Dark 5** table style.
2. In the **2010 Sales** worksheet, modify the size of the **Title** style font to **24** and apply the **Title** style to cell **A1**.

Unit 13 ► [Executive...]

1. Copy the **Summary** worksheet from the **Quarterly_Earnings_Overview.xlsx** workbook, found in your **GMetrix Templates** folder, and place it as the last worksheet in the **Quarterly_Earnings.xlsx** workbook.
2. Set the tab color of the copied **Summary** worksheet to **Red, Accent 2, Lighter 40%**.

Unit 14 ► [Executive...]

1. Split the worksheet at cell **A5** into two horizontal panes. Save the workspace as **split.xlw** in the **GMetrix Templates** Folder under **Your Documents**.
2. Freeze the top four rows so that they are always visible when scrolling through the worksheet.

Unit 15 ► [Executive...]

1. Change the worksheet view to **Page Layout** and hide rows 2 and 3.
2. Set the zoom to **150%** and save as a custom view named **PageZoom**.

Unit 16 ► [Executive...]

1. In the **Top Performers** worksheet, determine the highest sales number for **2010** in cell **B2**.
2. In the **Top Performers** worksheet, determine the highest sales number for **2011** in cell **B3**.

Unit 17 ► [Executive...]

1. In the **Combined Sales** worksheet, correct the formula in the cell range **D3:D7** so that it calculates the percentage of change from the sale in **2010** to **2011**.

Unit 18 ► [Executive...]

1. In the **Combined Sales** worksheet, add a new column with the title **% Total** between the **% Change** and **Sales** columns.
2. In the **Combined Sales** worksheet, calculate the sales percentage for each representative in the **% Total** column.

Unit 19 ► [Executive...]

1. Correct the function in the **Overall** column, so that the value **Profitable** or **Marginal** displays based upon whether the quarterly sales exceed research costs or not.

Unit 20 ► [Executive...]

1. Define the name **Bonus** for the cell range **A2:C6** in the **Commission Rates** worksheet.
2. In the **Combined Sales** worksheet, add a right-most column named **Bonus Pay** and calculate the bonus amount for each sales representative.

Unit 21 ► [Executive...]

1. In the **Summary** worksheet, determine the total units sold by flavor for each quarter based on the values in the **2009 Sales** and **2010 Sales** worksheets. Use the Auto Sum function.

Unit 22 ► [Executive...]

1. Using the data in the **Combined Sales** worksheet, add a Pie chart including labels that presents the combined sales for each representative.
2. Move the chart to a new worksheet named **Sales Chart** in the workbook.

Unit 23 ► [Executive...]

1. Rotate the direction of the arrow shape 90° Right.
2. Modify the pyramid SmartArt to use the **Pyramid List** layout and **Sunset Scene** style.

Unit 24 ► [Executive...]

1. In the **Summary** worksheet, remove the background of the ice cream image.
2. In the **Summary** worksheet, sharpen by **50%** and apply the **Watercolor Sponge** artistic effect to the image.

Unit 25 ► [Executive...]

1. Add a **Line** sparkline to column **L** using the data in columns **C** through **J**.

Unit 26 ► [Executive...]

1. Save the entire workbook as a PDF file in your GMetrixTemplates folder, omitting document properties and tags.

Unit 27 ► [Executive...]

1. Remove all duplicates from the table based on the values in the **Year** and **Value** columns.
2. Remove the comment on cell **A2** and replace it with the comment **Redundant variants removed**.

Unit 28 ► [Executive...]

1. Filter the table to display data from only the **Oncology** and **Gastrointestinal** categories and those pharmaceuticals that end with the suffix **ex** or **lux**.

Unit 29 ► [Executive...]

1. Sort the table data by the **Variant** column and then by the **Year** column in ascending order.

Unit 30 ► [Executive...]

1. With the cell range **C3:J26**, apply conditional formatting using blue gradient data bars.
2. In the cell range **C3:J26**, apply conditional formatting so that cells that contain values over **200,000** display with green fill and text and values under **10,000** display with a red border.