Unit 1 ► [Executive...]

1. In the June worksheet, use **Autofill** to extend the series starting in the cell **A4** to the cell **A12**.

Unit 2 ► [Executive...]

1. In the Annual Sales worksheet, apply a **Hyperlink** to the title **FusionTomo Inc.** that links to the website **www.fusiontomo.com**.

Unit 3 ► [Executive...]

1. Create a hyperlink in the cell **B12** that links to the file **EXCEL07.xlsx** in the **GMetrixTemplates** folder.

Unit 4 ► [Executive...]

1. In the **Annual Sales** worksheet, copy cells **A7:F7** and paste it into cells **A19:F19**

2. In the **Quarterly Sales** worksheet, **cell B9**, enter a formula that consists of a cell reference to the **Annual Sales** worksheet, **cell F19, multiplied** by **1** plus the growth value in the **Quarterly Sales** worksheet, **cell B3**.

Unit 5 ► [Executive...]

1. In the **Marketing Budget Plan** worksheet, remove the hyperlink attached to the title **Fusion Tomo Marketing Budget Plan**.

Unit 6 ► [Executive...]

1. In the **Expenses** worksheet in cell **F2** with the contents **Budget Document**, create a **Hyperlink** that creates a new document called **TomoCon Budget** and **Edit the new document later**.

Unit 7 ► [Executive...]

1. In the **Mileage Log** worksheet, in cell **C16**, add the word **Delivery**. In cell **D16**, add the word **Business**.

Unit 8 ► [Executive...]

1. In the **Mileage Log** worksheet, use the Find and Replace tool to find all occurrences of **Personal** and replace them with **Client.**

2. In the **Mileage Log** worksheet, Fill **Down** on cells **I6** to the end of the given data.

Unit 9 ► [Executive...]

1. Copy only the values from the cell range **A1:G26** in the **2009 Sales** worksheet to the new worksheet.

2. Copy only the formatting from the cell range **A1:G26** in the **2009 Sales** worksheet to the **2010 Sales** worksheet.

Unit 10 ► [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 11 ► [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**.

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**.

Microsoft® Excel 2010