

## Unit 1 ► [Executive...]

1. In the **Annual Sales** worksheet, use the **Find & Select** tool to find the **cell** in the open spreadsheet that contains **Conditional Formatting** and apply a **Thick Box Border**.
2. Use the **AutoSum** tool to get the **SUM** of the values for each cell (**B** through **F**) in the **Totals** row.

## Unit 2 ► [Executive...]

1. In the **Review** worksheet, use the **CONCATENATE** function to display the contents of cell **B4** and **A4** separated by a **space** in cell **J4**.
2. Add a comment saying **Full Name** inside of the cell **J4**.

## Unit 3 ► [Executive...]

1. In the **June** worksheet, use **Autofill** to extend the series starting in the cell **A4** to the cell **A12**.
2. In the **June** worksheet, apply **Table Style Light 4** to the cells **A3** through **D34**.

## Unit 4 ► [Executive...]

1. In the **Annual Sales** worksheet, apply a **Hyperlink** to the title **FusionTomo Inc.** that links to the website **www.fusiantomo.com**.
2. In the cell **A17** set the style of the cell with the following characteristics: **Number Format = Currency**, **Font = Courier New**, **Fill Color = Yellow**.

## Unit 5 ► [Executive...]

1. In the **Product** worksheet, change the **format** of the **numbers** in cells **B8:E33** so that no **decimal** places are showing.
2. Change the view to the **split** screen view.

## Unit 6 ► [Executive...]

1. **Merge & Align Right** the content in cells **A2** through **D2** in the **June** worksheet.
2. Modify the style of the title Blackbread Books to be **Heading 3**.

## Unit 7 ► [Executive...]

1. Create a new worksheet based on the **Expense Report** sample template.
2. Change the **theme** of the current worksheet to **Austin**.

## Unit 8 ► [Executive...]

1. Add the title **Average** to column **H**.
2. Without using the **average** function, create a formula in the cell **H4** that gets the **SUM** of the values in the cell **E4** through **G4** and divides the sum by three.
3. Copy the formula to the other cells in column **H**.

## Unit 9 ► [Executive...]

1. Change the **orientation** of the current worksheet (**Annual Sales**) to **Landscape** and in cell **B18** insert the picture **ftlogo.gif** in your **GMetrixTemplates** folder.

## Unit 10 ► [Executive...]

1. In the June worksheet, in cells **E4:E33** use the **IF** formula to display a **1** if the values of the cells **D4:D33** are greater than **2500**, and a **0** if it is less than **2500**.
2. **Hide** column **A**.

## Unit 11 ► [Executive...]

1. **Freeze the first column** in the current spreadsheet.
2. Change the format of the cell containing the company name **FusionTomo Inc.** to the cell style **Title**.

## Unit 12 ► [Executive...]

1. Apply the Built-in theme **Civic** to the current worksheet.
2. **Save** this spreadsheet as a **PDF** file named **EXCEL05** to the **Your Documents\GmetrixTemplates** folder. Do not open the file after publishing, if it does open close it.

## Unit 13 ► [Executive...]

1. In the Annual Sales worksheet, **Sort** the data in the cell range **A5:F15** by the **Total** column and order the **values** by **largest to smallest**.
2. In cell **B18** enter a cell reference to the cell **A6**.

## Unit 14 ► [Executive...]

1. Create a **PDF/XPS document** from this document and publish the document to the **Your Documents\GmetrixTemplates** folder as **word05.pdf**. Do not open the file after publishing.

## Unit 15 ► [Executive...]

1. In **Annual Sales** worksheet, insert a **column Sparkline** in the cell **G6** that references the data in the cells **B6** through **E6**.
2. Delete all of the **comments** in the current worksheet.

## Unit 16 ► [Executive...]

1. In the **June** worksheet, enter a formula in the cell **B34** that will get the **SUM** of the cells **B4:B33**. Copy the formula to columns **C** and **D**.
2. In the **Totals** worksheet in column **B**, enter a cell reference to the matching **Totals** values from the **June** worksheet.
3. Change the chart in the **Totals** worksheet to the **Exploded Pie in 3-D** type.

## Unit 17 ► [Executive...]

1. In the **Time Card** worksheet, insert the image **ftlogo.gif**, from the **Your Documents\GmetrixTemplates** folder, into the top of this worksheet.
2. Add a **Dark Blue** border to the inserted image.
3. Change the **Theme** to **Office**.

## Unit 18 ► [Executive...]

1. In the **Source Data** worksheet use **find & select** to find the cell that contains **Data Validation**, and clear the validation.
2. In the **Source Data** worksheet **Unhide** any hidden **rows**.

## Unit 19 ► [Executive...]

1. Change the options on this worksheet so that **Gridlines** are visible.
2. Change the **margins** to the **Narrow** setting.

## Unit 20 ► [Executive...]

1. In the **Annual Sales** worksheet, in **cell B17** use the **COUNTIF** function to count the number of times that the values in cell range **B6:B15** exceed 5000.
2. Insert the **Basic Process SmartArt** graphic below the data in this worksheet.

## Unit 21 ► [Executive...]

1. In the **Product** worksheet insert a **Line Sparkline** into **cell F33** that references the data in cells **B33** through **E33**.
2. Use **autofill** to copy the **Sparkline** from cell **F33** to **F8:F32**.

## Unit 22 ► [Executive...]

1. Apply **Gradient Fill-Green Data Bar** conditional formatting to the values in **column E**.
2. Unmerge any merged cells in row 34 of the **Review** worksheet.
3. Format cells **A3:G34** as a table using **Table Style Light 2**.

## Unit 23 ► [Executive...]

1. In the **Annual Sales** worksheet, insert a **2-D Clustered Column** chart based on the data in **Rows 5** through **15**. Include the **column headings** and position the chart below the table.
2. Add the title **Annual Sales** with the title being above the chart.

## Unit 24 ► [Executive...]

1. In the **June** worksheet, define the name **Fiction12** for the cell range **B4:B33**.
2. In the **Totals** worksheet enter a formula in the cell **B2** that displays the **SUM** of the **Fiction12** named range.

## Unit 25 ► [Executive...]

1. In the **Source Data** worksheet **Sort** the **Data** alphabetically by **CustomerID** and then by **Product**.
2. In the **Source Data** worksheet, set the print settings to repeat row 1 at the top.

## Unit 26 ► [Executive...]

1. In the **June** worksheet, in **Cell E34**, enter a formula that returns the **AVERAGE** value of all the numbers in the range **B4:D33**.
2. **Filter** the data so that only rows with a value that is **Above Average** are displayed in the **Fiction** column.

## Unit 27 ► [Executive...]

1. Create a hyperlink in the cell **B12** that links to the file **EXCEL07.xlsx** in the **GMetrixTemplates** folder.
2. Change the view to **Page Layout**.

## Unit 28 ► [Executive...]

1. In the **Loan Amortization Schedule** worksheet, add the following comment to the **cell A5: Good Rate**.
2. Change the **margins** to the **Narrow** setting.

## Unit 29 ► [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 30 ► [Executive...]

1. Inspect the current workbook for hidden **properties** such as **Author**. Remove any of these properties that are found and return to the **document**.
2. Change the options on this worksheet so that **Gridlines** are visible.

