Unit 1 ► [Executive...]

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**.

Unit 3 ► [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 4 ► [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 5 ► [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 6 ► [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 7 ► [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 8 ► [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 9 ► [Executive...]

1. In the **Time Card** sheet, **Cell D30**, change the formula to get the **SUM** of cells **D21:D27** and multiply the result by cell **D29.**

Unit 10 ► [Executive...]

1. In the **Marketing Budget Plan** worksheet, edit the cell range reference **Research**; have it only refer to the Research types under the heading.

Unit 11 ► [Executive...]

1. In the **Budget Plan Chart** worksheet, create a reference in cell **E42** to **EventTotal**, cell **F42** to **ProTotal** and **G42** to **AdTotal**.

2. In the **Budget Plan Chart** worksheet, add a comment in cell **A40** that says **Powerpoint information**.

Unit 12 ► [Executive...]

1. In the **Marketing Budget Plan** worksheet, cell **E51**, insert a **COUNTIF** formula to count the data in cell range **D43:D51** that is greater than **0**

Unit 13 ► [Executive...]

1. In the **Marketing Budget Plan** worksheet, in cells **D10**, **D18** and **D25** create a formula that gathers the **SUM** of the data above in each of the cells.

Unit 14 ► [Executive...]

1. In the **Profit - Loss Summary** worksheet, apply a cell reference in cell **D5** to the **Income** worksheet cell **H31**.

Unit 15 ► [Executive...]

1. In the **Profit - Loss Summary** worksheet, name cell **C5 EstIncome** and **C6 EstExpenses**. In cell **C9** use a formula that subtracts **EstExpenses** from **EstIncome**.

Unit 16 ► [Executive...]

1. In the **Expenses** worksheet, in cell **B21**, enter the text **Graphics** in the row, and in cell **B34** name the row **Food**.

2. In the **Profit - Loss Summary** worksheet, in cell **D8**, use the **IF** function to show **Close** if the **SUM** of **C9:D9** is greater than **22500** and **Not Close** if it is less than **22500**.

Unit 17 ► [Executive...]

1. In the **Income** worksheet, use the **Fill** tool to move the **SUM** formula in **G34** to **H34**.

Unit 18 ► [Executive...]

1. In the **Expenses** worksheet, in cell **F54**, create a formula that gets the **AVERAGE** of each Event item cost using the data in the **Actual** column heading in column D. Exclude the total rows.

Unit 19 ► [Executive...]

1. In the **Expenses** worksheet, in cell **D46**, use the **SUM** formula to get the sum of cell range **D41:D45**

Unit 20 ► [Executive...]

1. In the **Mileage Log** worksheet, define the name for cell range **I6:I33** as **Miles**. In cell **D3**, insert a **SUM** formula to show the **sum** of the **Miles** range.

Unit 21 ► [Executive...]

1. In cell **D3** create a formula that gets the **SUM** of cells **I6:I33**.

2. In the **Mileage Log** worksheet, **apply conditional formating** to the **Description** column that highlights cells that contain the text **Delivery** with a **Light Red Fill with Dark Red Text**.

Unit 22 ► [Executive...]

1. In the **Mileage Log** worksheet, in cell **J6**, use a formula that subtracts **G6** from **H6** and multiplies the result by **.36**.

Unit 23 ► [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 24 ► [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 25 ► [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 26 ► [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 27 ► [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 28 ► [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.