

Unit 1 ► [Executive...]

1. Move the entire **Loan Amortization Schedule** worksheet in the **EXCEL07.xlsx** workbook located in the **GMetrixTemplates** folder and insert it after the **Time Card** worksheet in the **EXCEL06.xlsx** workbook.
2. In the **Time Card** worksheet, apply a red solid fill data bar conditional formatting to the cells D21:H27.

Unit 2 ► [Executive...]

1. In the **Time Card** worksheet, add a header that uses the Current Date format in the left header field and Page Number in the right header. Add the Sheet Name to the left footer field.
2. 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 3 ► [Executive...]

1. In the **Excel Options** change the **Formulas** to not **Enable background error checking**.
2. Set the Page margins to the following specifications: Top & Bottom: 2 (5.08 cm) and Left & Right: 1 (2.54cm).

Unit 4 ► [Executive...]

1. In **Excel Options**, change the **Save AutoRecover information** to every **5 minutes**.
2. Freeze the Top Row of the **Loan Amortization Schedule** worksheet.

Unit 5 ► [Executive...]

1. Set a **Print Area** for cells **A1:J13**.
2. Modify the **Title** style to use a font size of 20 pts.

Unit 6 ► [Executive...]

1. Color each of the worksheet tabs: **Expenses**, **Income** and **Profit - Loss Summary** to have a different color.
2. Create a **PDF** of the workbook called **FusionTomo.pdf**, and save it in your **GMetrixTemplates** folder. Do not open the file after publishing.

Unit 7 ► [Executive...]

1. In the Marketing Budget Plan Worksheet, use the **Go To Special** tool looking for **Comments** and **Delete** the comment.
2. In the **Marketing Budget Plan** worksheet, edit the cell range reference **Research**; have it only refer to the Research types under the heading.

Unit 8 ► [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 9 ► [Executive...]

1. In the **Budget Plan Chart** worksheet, Change the Workbook View to **Page Break Preview**.
2. In the **Budget Plan Chart** worksheet, apply a **Circle Bevel** to the illustration.

Unit 10 ► [Executive...]

1. In the **Budget Plan Chart** worksheet insert the values from the chart into the **Budget** row of the table below.
2. In the **Marketing Budget Plan** worksheet, remove the hyperlink attached to the title **Fusion Tomo Marketing Budget Plan**.

Unit 11 ► [Executive...]

1. In the **Marketing Budget Plan** worksheet, unmerge cells **A97:C97**.
2. In the **Marketing Budget Plan** worksheet, sort the data in the cell range **A78:D85** by **Column B, Largest to Smallest**.

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**.
2. In the **Marketing Budget Plan** worksheet, create a custom view named **Layout 125** that displays in Page Layout and has a custom zoom of 125%.

Unit 13 ► [Executive...]

1. In the **Marketing Budget Plan** worksheet, change the **Page Size** to **A4**.
2. In the **Marketing Budget Plan** worksheet, add Column Sparklines in cells **E10, E18** and **E25** that use the data from cells **D5:D8**, **D13:D16** and **D21:D23**.

Unit 14 ► [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.
2. In the **Marketing Budget Plan** worksheet, select cells **A2:D95** and **Filter** the **Category** by the color Black.

Unit 15 ► [Executive...]

1. In the **Profit - Loss Summary** worksheet, Modify the FusionTomo Image to have a **Height** of **1 (2.54 cm)**.
2. In the **Income** worksheet, use the format painter to apply the format of the column headings in **G4:H4** and apply the format to **B5:C5, B12:C12, B19:C19** and **B26:C26**.

Unit 16 ► [Executive...]

1. In the **Income** worksheet, format cell range **B4:H34** to have a cell style of **Currency**.
2. In the **Profit - Loss Summary** worksheet, apply a cell reference in cell **D5** to the **Income** worksheet cell **H31**.

Unit 17 ► [Executive...]

1. In the **Expenses** worksheet, change **Column B** to have a font size of **8**.
2. 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 18 ► [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 19 ► [Executive...]

1. In the **Income** worksheet, use the **Fill** tool to move the **SUM** formula in **G34** to **H34**.
2. 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 20 ► [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.
2. In the **Profit - Loss Summary** worksheet, change the chart under **Profit vs. Loss** to select the data from cells **B4:D6**.

Unit 21 ► [Executive...]

1. In the **Expenses** worksheet, in cell **D46**, use the **SUM** formula to get the sum of cell range **D41:D45**
2. In the **Income** worksheet, insert a **3-D Column Chart** with the data range **G11:H15**. Position the chart to the right of the data.

Unit 22 ► [Executive...]

1. In the **Profit - Loss Summary** worksheet, insert the **Lightning Bolt Shape** to the right of the data. Adjust the **Height** of the shape to **2 (5.08 cm)** and the **Width** to **1.5 (3.81 cm)**.
2. In the **Expenses** worksheet, sort the data in cell **B40:D45** by the **Actual** column, **Largest to Smallest**.

Unit 23 ► [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.
2. Inspect the document and remove only the Comments and Annotations. (Close the dialog box once you have completed the task).

Unit 24 ► [Executive...]

1. In cell **D3** create a formula that gets the **SUM** of cells **I6:I33**.
2. In the **Mileage Log** worksheet, **apply conditional formatting** to the **Description** column that highlights cells that contain the text **Delivery** with a **Light Red Fill with Dark Red Text**.

Unit 25 ► [Executive...]

1. Save this file as a **CSV (Comma delimited)** document in the GMetrixTemplates folder and name the file **EXCEL10.csv**
2. Apply a **Filter** to the data in the table that will only show miles driven for a **Business Purpose**.

Unit 26 ► [Executive...]

1. In the **Mileage Log** worksheet, in cell **J6**, use a formula that subtracts **G6** from **H6** and multiplies the result by **.36**.
2. Insert a **Line Sparkline** in cell **K6** with a data range of cells **G6:I6**.

Unit 27 ► [Executive...]

1. In the **Mileage Log** worksheet, **Hide** column **J**.
2. Create a **new worksheet** called **Cover Page**, and position it before the **Mileage Log** worksheet.

Unit 28 ► [Executive...]

1. **Merge & Center** cell range **A1:D2**.
2. In the **Mileage Log** worksheet, **Hide Rows 31 to 33**.

Unit 29 ► [Executive...]

1. In the **Mileage Log** worksheet, in cell **C16**, add the word **Delivery**. In cell **D16**, add the word **Business**.
2. In the **Mileage Log** worksheet, apply a **Simple White Frame** and a **Red Picture Border** to the image.

Unit 30 ► [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.

