

Excel 2362 – Assignment 2

Assignment 2A

**NOTE: The textbook files are not the same files as the ones used for the assignment.
Use the Excel files provided in the content area in the Learning Hub**

1. Open Salaries.xlsx and save it as **YourLastname_Firstname Assignment 2A_D**.
2. Click on the Stats tab. Use the Find and Replace to complete the following:
 - a. Replace Atlanta with Vancouver.
 - b. Replace Boston with Kelowna.
 - c. Replace Chicago with Prince George.
3. Starting from cell B29 to E29, enter the labels (not the formulas) Total Salary, Maximum Salary, Minimum Salary and Average Salary.
4. In cells B30 to E32 calculate the Total Salary, Maximum Salary, Minimum Salary and the Average Salary based on the criteria in column A. DO NOT USE DATABASE FUNCTIONS.
5. Change cell A35 to Summary of Account Reps in Vancouver. Bold the cell.
6. Calculate the total, average and count of salaries in cells B36, B37 and B38 for on the criteria in A35. Place the criteria in separate cells and apply them to your formula. DO NOT USE DATABASE FUNCTIONS.
7. Calculate the salary rank in column H. Use the rank function. – RANK.AVG
8. Calculate the quartile in B42 to B46 based on the information in A42 to A46.
9. Format A41:B46 Centre both columns and bold the headings:

Quartile	Salary
0	
1	
2	
3	
4	

10. In the Logic-Lookup tab, change Minimum Salary - cell F3 - to \$66,000. DO NOT USE DATABASE FUNCTIONS in the Logic-Lookup tab.
11. Calculate the Bonus amount in column H based on the hire date and the date hired according to the Bonus amount table. (The bonus is SALARY * the relevant % in column J.)
12. You now have experience with nesting the =IF() function. In column I, use the =IF with a nested AND to calculate the raise status based on the salary threshold value and title = Account Rep. Do not use database functions.
13. In column F, calculate the number of years employed in F7:F26 based on the date in F2.
14. In F1, using the Index and Match functions, calculate the location for an employee ID. When you key in an employee number in B1 you will see F1 populated with the correct information.
15. In the Advanced Filtering tab, enter the criteria range headings (copy row 2). In row 26 under the Criteria Range, enter Chicago and Account Rep. Use the advanced filter option to extract the records that meet the criteria. Show results in the output range.
16. In the Database tab, using the same criteria as #15, calculate the summary statistics using the applicable database functions in cells I3:I6
17. Save your file and go to Assignment 2B.

Assignment 2B

1. Open Pizza.xlsx and move it to the workbook used in part A after the Database tab. The file is attached in the Content area.

Data Validation.

2. Click on the Vancouver tab. Rename it Pizza. Calculate the totals in row 7. Copy this sheet and move the new sheet to the left of the original Vancouver sheet. Rename the new sheet as Data Validation.
3. Create a validation rule to accept only input values of whole numbers between 1,200 and 1,700. The input message should display the words "Valid amounts" in the title bar and the input message should instruct the user to enter the amounts between 1,200 and 1,700. Use a Stop icon for invalid data. Create instructions for the user on what to do to correct invalid data entry. Do not include the totals in the validation rules.
4. Save your file and proceed to Assignment 2C

Assignment 2C

1. Open Pizza v2.xlsx and move it to the same workbook used in part A and B after the Vancouver tab.

Group Worksheets/ Fill Across Worksheets.

2. Group the Vancouver to Summary sheets. Complete the following:
 - a. Unmerge and Centre the title in Row 1. Then apply Merge and Centre again across the range and apply a bold effect. Complete this for all the worksheets.
 - b. Group your sheets from Vancouver to Summary and select A1:D7. Fill formats across worksheets. Do a visual check to ensure all of the worksheets have the same formatting.
 - c. Group the worksheets from Vancouver to Summary and autosum the totals in row 7.
 - d. On the Summary sheet, list the steps you took in b and c otherwise I will not be able to tell that you have done this.

Arrange Windows

3. Currently one window is open. Click the View tab, and then click New Window in the Window Group. For four individual windows click new window three times. Apply Arrange All to show your windows. Screen print or use the snipping tool to show that this was done.

3-D Formulas and Linked workbooks

4. Click on the Summary sheet, in B4 type =Sum (then click on the Vancouver sheet, hold down the SHIFT key and click on Kelowna sheet. Click on cell B4 on the Vancouver sheet and press Enter.
5. You will now see a total in the Summary sheet. Auto fill down and across to get your Regional Totals.

(Informational only) You can also do the same by linking the individual cells together in the summary sheet. For example, in Summary B4 you could consider the following formula.
=Vancouver!B4+Victoria!B4+Kelowna!B4

6. Do some practice with the tracer arrows. Click on B4 and see what the precedents and dependents are. This is for yourself – no proof needs to be given; no marks given.
7. Save your file and go to Assignment 2D.

Assignment 2D

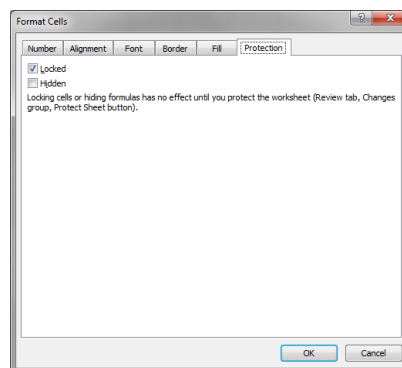
1. Open a new worksheet and import the Movies.txt text file
2. Adjust the columns and check that the data was imported correctly.
3. Rename the worksheet Movies.
4. In the current file, do the following:
 - a. Copy the worksheet and rename it Text functions.
 - b. Move column C to before column B; insert a new column after column C
 - c. In D2 to D43, using the concatenate function, join the information from column B and column C. Your result in D2 will be 2000 THE GODFATHER. Notice that this is in proper case letters. Use a nested function both the join and change to UPPER case letters.
 - c. Bold the headings and underline.
 - d. In column F use the substitute function to replace PG-13 with PG-12.
 - e. Insert two rows at the top of the worksheet.
 - f. In the newly inserted row 1 add the **current** date.
6. Save the file and continue to Assignment 2E.

Assignment 2E

1. Create a template for a simple annual budget. This is one of your own creations. Do not copy the pre-defined templates. The pre-defined ones can be reviewed for an example. Here is an example:

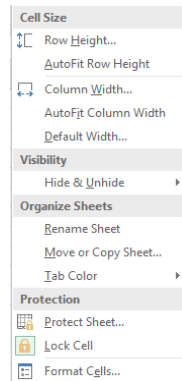
	A	B	C
1	Personal budget		
2			
3		Jan	Feb
4	INCOME		
5	Wages	0	=B5
6	Interest/dividends	0	0
7	Miscellaneous	0	0
8	Income totals	=SUM(B5:B7)	=SUM(C5:C7)

- a. Identify your revenues and expenses. It does not need to be elaborate but it should be realistic and numbers/formulas must be present.
- b. Start with a balance of \$5,000 and maintain a running balance at the end of each month.
- c. Input your labels, revenue descriptions, expense descriptions and amounts. Identify where formulas are applicable. For example, if your wages for January is \$4,500 and it is to continue for the balance of the year, then the amount for February will be =B5. This will make your model more flexible if you want to change the wage amount.
- d. Examine your budget and format it so that it is presentable.
- e. Test your budget to ensure there are no errors in your formulas.
- f. Place a footer in the worksheet that includes YOURNAME, page number and a static (non-changing) date.
- g. Some of the expenses will be increasing each quarter by 10%. Use an assumption area (i.e. place 10% in a cell and refer to the cell in the formula) to create the increase. Do not embed the 10% as a number in the formula.
- h. Identify what cells will need to be accessible in order to update and which need to remain untouched. Unlock the appropriate cells by selecting them and selecting CTRL + 1 to access the following property sheet.

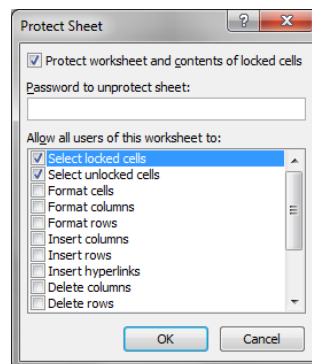


You may need to click on the Protection tab to see the information above. Uncheck the LOCKED checkbox. Protect the sheet so that any locked cells will be inaccessible. For example, formulas.

2. In the Home ribbon, CELLS functional group, click on format to reveal the options:



3. Click on Protect Sheet.



4. You can place a password to unprotect the sheet. In this case, leave it blank so I can mark your process. In the “Allow all users of this worksheet to:” section, you can uncheck the Select locked cells checkbox. Since you unlocked the cells you actually want to key in, there is no point to leave this box checked as you will not be able to access the cells in any case. Click OK and test your sheet.

5. Save your file as a template (.XLTX file).

SUBMIT THE TWO FILES TO D2L. DO NOT INCLUDE ADDITIONAL FILES (i.e. jpg, png) AS THEY WILL NOT BE REVIEWED.