I. BookSales Workbook

1. On the "Summary" worksheet, from the existing text in cell A2, insert a hyperlink to "http://www.nodpublishers.com" with a ScreenTip that displays "Company Website"."

2. On the "Historical Sales" worksheet, display the formulas instead of the values.

3. Remove hidden properties and personal information from the workbook. Do not remove any other content.

4. On the "Authors" worksheet, in the "Bonus" column, use a function to display "500" if the "Books Sold" is greater than 10,000. Otherwise, display "100"."

5. On the "Sales" worksheet, in the "City Code" column, modify the formula to display the letters in uppercase.

6. On the "Summary" worksheet, expand the chart to include the "Current Year" data.

II. ClothingOrders Workbook

1. On the "Quote" worksheet, move the cells E8:F32 up to correct the alignment by deleting cells E7:F7."

2. On the "Prices" worksheet, apply the Title style to cell A1.

3. On the "Orders" worksheet, filter the table data to display only the orders from "Alpine Ski House"."

4. On the "Prices" worksheet, in the "Tax" column, enter a formula that multiplies the value in the "Unit Price" column by cell L2.

5. On the "Prices" worksheet, in the "Inventory Notice" column, use a function to display "Low" if the "Inventory Level" is below 15%. Otherwise, leave the "Inventory Notice" blank.

6. On the "Inventory" chart sheet, insert a chart title above the chart, at the top of the plot area. Display the percentage values as data labels to the right of each data bar.

III. Enrollment Workbook

1. On the "Last Semester" worksheet, configure A3:F3 to automatically wrap the text."

2. On the "Enrollment Summary" worksheet, name the range A3:B7 "Enrollment".

3. On the "Revenue" worksheet, convert cells A3:B7 to a table with headers. Apply the Green, Table Style Light 14 style.

4. On the "Last Semester" worksheet, remove the table row that contains "Agriculture" data. Do not change any content outside the table.

5. On the "Next Semester" worksheet, create a Clustered Column chart that displays the "Program" names and the "Average Cost per Student" data. Place the chart to the right of the table. The exact size and position of the chart do not matter.

6. On the "Enrollment Summary" worksheet, apply the Style 7 chart style and the Monochromatic Palette 6 color to the chart."

IV. InsurancePolicies Workbook

1. On the "New Policies" worksheet, change the horizontal alignment of the "Agent" names to Left (Indent). Set the indent to 1."

2. On the "New Policies" worksheet, in cells J5:J13, insert Win/Loss sparklines to compare the January through June values.

3. On the "New Policies" worksheet, add a Total Row to the table. Configure the Total Row to display the number of new policies for each month and for the 6-month total."

4. On the "New Policies" worksheet, in the "Inactive Months" column, use a function to count the number of months with no new policies, by Agent.

5. On the "Contact" worksheet, in the "Email Address" column, use a function to construct email addresses for each person using the first name and "@humongousinsurance.com"."

6. On the "New Policies" worksheet, change the elements displayed on the chart by changing the chart layout to Layout 3.

V. SalesSummary Workbook

1. On the "Summary" worksheet, in cells F4:F11, use conditional formatting to apply the Yellow Fill with Dark Yellow Text format to cells that contain values greater than "$5,000,000"."

2. On the "Region 1" worksheet, perform a multi-level sort. Sort the table data by "Product" (A to Z) and then by "Total Sales" (Largest to Smallest)."

3. On the "Projections" worksheet, in the "Quarter 2" column, enter a formula that multiplies the value in the "Quarter 1" column by the "Q2_Increase" named range. Use the range name in the formula instead of a cell reference or value.

4. On the "Summary" worksheet, in cell B15, use a function to display the highest sales amount from the "Total Sales" column.

5. On the "Comparison" chart sheet, swap the data over the axis.