# **YO\_Excel16\_Ch01\_PS2\_v2**

## **Project Description:**

Darin Learn recently open a small sporting goods store next to the local community college. He wants to use Excel to track supply inventory, the total cost of inventory, as well as items on back order. Darin has created a workbook containing a list of the products in inventory, a list of items on back order, and a documentation worksheet. You have been asked enhance the appearance of the worksheets, edit content, insert comments, and improve overall formatting, making the information easier to review and analyze.

## **Steps to Perform:**

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| 1 | Start Excel. Open the file named *e01ch01\_grader\_a1\_Athletics.xlsx*. Save the file with the name **e01ch01\_grader\_a1\_Athletics\_LastFirst** using your last and first name. | 0 |
| 2 | Rename Sheet1 as **Inventory**.  Rename Sheet2 as **BackOrders**. | 8 |
| 3 | On the Inventory worksheet, in cell A27, insert the comment **Unisex**. | 6 |
| 4 | In cell A17, edit the contents to read **Inventory**. | 4 |
| 5 | Center align and wrap the text in the following cell ranges: B4:L4, B10:L10, B17:D17, and B25:D25. | 6 |
| 6 | In cell A25, using the ALT and ENTER keys, insert a hard return between *Miscellaneous Items*. Be sure to remove the space. | 6 |
| 7 | Insert a column to the left of column E.  Insert a column to the left of column J.  Change the width of columns E and J to **5**. | 6 |
| 8 | Copy the contents of cell D18 down through D23.  Copy the contents of cell D26 down through D28. | 8 |
| 9 | Move the information in the cell range A25:D28 to F17:I20. | 2 |
| 10 | Merge and center the contents in cell A1 through the range A1:N1. | 6 |
| 11 | Delete row 3. Change the color of the Inventory worksheet tab to Red. | 4 |
| 12 | Change to the width of the worksheet columns as follows:  Columns A, F, and K to **17** Columns B, C, D, G, H, I, L, M, N to **8** | 8 |
| 13 | On the BackOrders worksheet tab, apply Center Across Selection to range A1:D2. | 5 |
| 14 | In cell C6, enter Date Ordered as **12/15/18**.  In cell D6, enter the Date to be Received as **12/29/18**.  Use the AutoFill handle to copy cell range C6:D6 through C8:D8. | 8 |
| 15 | Delete Sheet3. | 5 |
| 16 | On the Inventoryworksheet, insert a page header into the middle section.  Type **All Sports Athletics**.  Insert the file name code into the left footer of all worksheets in the workbook.  Return all worksheets to Normalview. | 5 |
| 17 | On the Documentation worksheet, in cell A8, type today’s date.  In B8, type your name in Firstname Lastname format.  In cell C8, type **Formatted Inventory worksheet** In cell C9, type **Updated the BackOrders worksheet** | 3 |
| 18 | For the Inventory and Documentation worksheets, set Orientation to Landscape, and set the scaling to Fit All Columns on One Page. | 10 |
| 19 | Save the workbook, exit Excel, and then submit your files as directed by your instructor. | 0 |

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| **Total Points** | **100** |