

Project 1

Task 1. Add a new worksheet named **"Forecast"** to the workbook.

Task 2. On the **"Summary"** worksheet, apply a **20% pattern fill** to the image.

Task 3. Change the tab color of the **"Summary"** worksheet to **Blue Accent 1, Darker 25%**.

Task 4. Hide the **"Data"** worksheet so its tab isn't visible but its data is still available for use in formulas.

Task 5. Locate and remove **personal information** from the workbook.

Project 2

Task 1. Add a link to the QR code image in the **"Expenses"** worksheet to ["http://www.cohowinery.com/"](http://www.cohowinery.com/).

Task 2. Change the **"Profit - Loss Summary"** worksheet so the formulas can be seen instead of the values.

Task 3. Display the **"Income"** worksheet that is located between the **"Expenses"** and **"Profit - Loss Summary"** worksheets.

Task 4. Set cells **B5:D52** in the **"Expenses"** worksheet so that they will be the only cells that print.

Task 5. On the **"Expenses"** worksheet, include the **"Actual"** expenses of the **"Decorations"** on the **"Estimated vs. Actual Decorations"** chart.

Project 3

Task 1. In the **"Shirt Color"** column of the **"Shirt Orders"** worksheet, replace all instances of the color **"Amber"** with **"Gold"**.

Task 2. In cell **C2** of the **"Shirt Orders"** worksheet, enter a formula that returns the total cost of all **"Blue"** shirts even if rows are added or their order is changed.

Task 3. In cell **C3** of the **"Shirt Orders"** worksheet, enter a formula that returns the total quantity of size **"Large"** shirts sold even if the order of the rows is changed.

Task 4. On the **"Shirt Orders"** worksheet, add a subtotal to the shirt order list that displays the number of each shirt color ordered below the data in the **"Shirt Color"** column. Insert a page break between shirt colors. A Grand Count should be displayed in cell **D201**.

Task 5. Display the **"Attendees"** worksheet in Page Layout view. Then insert a page break so that attendees with a value of **"Y"** in the **"Confirmed?"** column are shown on the first page.

Project 4

Task 1. At the end of the table on the **"Sales by Salesperson"** worksheet, add a row that automatically calculates the total for the month of December.

Task 2. On the **"Sales by Product"** worksheet, modify the **"Q1 Sales"** chart so that it displays the months on the x-axis and the total sales on the y-axis.

Task 3. To the right of the **"Sales by Month"** chart, display a legend that identifies the data series. Do not make other changes to the chart.

Task 4. Move the **"Total Sales by Month"** chart to its own chart sheet named **"Total Sales by Month"**.

Project 5

Task 1. Locate the table that has the name **"Rates"** and change the value in the **"Per Page"** column of the **"Technical Review 1"** row to **"2.00"**.

Task 2. On the **"Services"** worksheet, configure the **"Description"** column so that entries wider than the column wrap to multiple lines.

Task 3. On the **"Quotes"** worksheet, remove the table functionality from the table. Retain the font and cell formatting.

Task 4. Make a copy of the **"Information"** worksheet.

Task 5. In cell **F3** of the **"Quotes"** worksheet, import the **ClientContacts.txt** file as a tab-delimited file that has headers. Accept all other default values.

Project 6

Task 1. On the "**Customers**" worksheet, format the table so that every other row is shaded. Use a technique that automatically updates the formatting if you insert a new row.

Task 2. On the "**Customers**" worksheet, sort the table to order the records by the "**CountryOrRegion**" field, with customers in the **United States** first and customers in **Canada** second. Then sort the customers in each country alphabetically (from A to Z) by the "**StateOrProvince**" field. Finally, sort the customers in each state or province in ascending order by the "**PostalCode**" field.

Task 3. On the "**Customers**" worksheet, enter a formula in cell **N2** that uses an Excel function to return the average age of the customers based on the values in the "**CurrentAge**" column.

Task 4. On the "**Products**" worksheet, apply a number format to display the numbers in the "**Weight**" column to three decimal places.

Task 5. On the "**Orders**" worksheet, use an automatic formatting method to format cells in the "**Order Total**" column that contain above average values by applying **Green Fill with Dark Green Text**. Use a technique that automatically updates the formatting if the column values change.

Task 6. On the "**Orders**" worksheet, enter a formula in cell **J2** that uses an Excel function to return the "**Order Total**" value of the individual order that has the highest "**Order Total**" value.

Task 7. On the "**Customers by Order**" worksheet, use an Excel data tool to remove all records with duplicate "**CustomerID**" values from the table. Do not remove any other records.

Project 7

Task 1. On the "**Weekly Summary**" worksheet, complete the data series in the "**Daily Average**" column without affecting the formatting.

Task 2. On the "**Monthly Summary**" worksheet, format the data range **C2:J10** as a table that has headers. Apply the **Orange, Table Style Medium 3** (Table Style Medium 3) format.

Task 3. On the "**Weekly Summary**" worksheet, insert a **Pareto chart** that depicts the distribution of only the sales that occurred on **Wednesday**. Change the Chart Title to "**Wednesday Unit Sales**".

Task 4. On the "**Survey Results**" worksheet, in cell **F6**, create a formula that returns the leftmost letter of the response in cell **E6**.

Task 5. On the "**Shirt Orders**" worksheet, add a subtotal to the shirt order list that displays the total cost of shirt color ordered below the data in the "**Shirt Color**" column. Insert a page break between shirt colors. A Grand Sum should be displayed in cell **D201**.

Project 8

Task 1. On the "**Summer Sales**" worksheet, use the data in the "**Products**" and "**Total**" columns only to create a **3-D Pie chart**. Position the new chart to the right of the column charts.

Task 2. On the "**Summer Sales**" worksheet, add the "**Total**" values for the three product groups to the "**Top Sellers**" chart. Do not change the chart type.

Task 3. On the "**Spring Sales**" worksheet, add the title "**New Products**" to the column chart. Label the vertical axis "**Gross Sales**" and the horizontal axis "**Months**".

Task 4. On the "**Spring Sales**" worksheet, apply **Style 3** and **Monochromatic Color 2** (Monochromatic Palette 2) to the **3-D Pie chart**.

Task 5. On the "**Summer Sales**" worksheet, switch the rows with the columns on the first column chart.

Task 6. On the "**Client**" worksheet, configure rows 1 through 4 so they are present but not visible.

Task 7. Delete column F in the "**Client**" worksheet.

Task 8. In cell **D7** of the "**Client**" sheet use a function to put a copy of cell **B7** so that only the first letter is capitalized.

Task 9. On the "**Client**" worksheet, enter a formula in cell **E7** that displays the "**Firstname**" and "**Lastname**" fields separated by a space. (Example: Achong Gustavo).

Project 9

Task 1. On the "**Summer Bookings**" worksheet, enter a formula in cell **M9** that calculates the number of groups that have 12 or more people. The formula should automatically update if the table row order changes.

Task 2. On the "**Summer Bookings**" worksheet, enter a formula in cell **M10** that sums the Total sales for groups that have 12 or more people. The formula should automatically update if the row order changes.

Task 3. On the "**Summer Bookings**" worksheet, enter a formula in cell **C8** that displays the "**Lastname**" and "**Firstname**" fields separated by a comma and space. (Example: Campbell, David)

Task 4. On the "**Spring Bookings**" worksheet, remove the table functionality from the table. Retain the cell formatting and location of the data.

Task 5. On the "**Spring Bookings**" worksheet, insert the page number in the center of the footer, using the format "**Page [Page Number] of [Number of Pages]**".

Project 10

Task 1. On the "**Adult Program 1**" worksheet, in cell **H11**, insert a Column sparkline that charts the Basketball enrollment for Years 1-5.

Task 2. On the "**Adult Program 2**" worksheet, insert a Column sparkline for each sport that shows the enrollment for the past five years.

Task 3. On the "**Youth Program**" worksheet, create a table from the cell range **A9:G19**. Include row 9 as headers.

Task 4. Unhide the "**Summary**" worksheet.

Task 5. On the "**Adult Program 2**" worksheet, add the Alternative Text Title "**Adult Enrollment 2**" to the table.

Task 6. Add the Alternative Text Title "**Adult Enrollment**" to the "**Adult Program**" table.

Project 11

Task 1. Beginning at cell **A5** of the "**\$5,000 Donors**" worksheet, import the data from the tab-delimited source file, **contributors.txt**, located in the Documents folder. (Accept all defaults)

Task 2. Navigate to the range named "**Oregon**", and remove the contents of the selected cells.

Task 3. Add a new worksheet named "**\$1,000 Donors**" to the workbook.

Task 4. On the "**\$5,000 Donors**" worksheet, hyperlink cell **C3** to the email address "**john@bellowscollege.com**".

Task 5. Arrange the worksheets so that "**\$5,000 Donors**" is first.

Task 6. On the Donor Contact Info worksheet add a column named "**Cell Phone**" to the right of the "**Home Phone**" column.

Project 12

Task 1. Configure the "**Car Inventory**" worksheet so the column headings in row 9 appear on all printed pages.

Task 2. Simultaneously replace all instances of the text "**Pickup**" with the text "**Truck**".

Task 3. The Discounted Price is 95 percent of the Price. Enter a formula in cells **J10:J40** that calculates the Discounted Price for each car.

Task 4. Modify the cell formatting of cell **J9** to display the text on two lines.

Task 5. Apply the Rose, **Table Style Light 17** (Table Style Light 17) table style to the "**Inventory**" table.

Project 13

Task 1. Change the margins to **1.0"** (2.54 cm) on the top and bottom, **0.75"** (1.90 cm) on the left and right, with a **0.51"** (1.27 cm) header and footer.

Task 2. On the "**Tree Inventory**" worksheet, hide row 8.

Task 3. Configure the worksheet so that row 9 and the WordArt remain visible as you scroll vertically.

Task 4. Check the spreadsheet for accessibility problems. Correct the error by adding "Tree Nursery Inventory" as an alternative text title. You do not need to fix the warning.

Project 14

Task 1. On the "**Sales**" worksheet, remove the table column containing author names.

Task 2. On the "**Authors**" worksheet, remove the table functionality from the table. Retain the font and cell formatting, and the location of the data.

Task 3. Copy **A9:A12** from the Sales worksheet to **A3:A6** of the "**New Releases**" worksheet.

Task 4. Using the first quarter (Q1) sales data on the "**Sales**" worksheet insert a **3-D Stacked Column chart** that displays the "**January**" through "**March**" sales for each book. The book names should be displayed on the horizontal axis. The months should be displayed as the legend. Use "**First Quarter Sales**" as the chart title.

Task 5. In the document properties, add "**Lucerne Publishing**" as the company name.

Project 15

Task 1. Add a new worksheet named "**Q3 Sales**" to the right of the existing worksheets.

Task 2. In the "**SELLING STATUS**" column of the "**Q1 Sales**" worksheet, create a formula that displays the following "**Best Seller**" if the average sales is more than or equal to **\$800.00** or "**Below Expectations**" if average sales is less than **\$800.00**. It is suggested, but not required that you populate the entire column to check your formula.

Task 3. In the "**TREND**" column of the "**Q1 Sales**" worksheet, insert a **Line sparkline** in each cell that will show a trend of "**January**" through "**March**" Q1 sales.

Task 4. On the "**Q2 Sales**" worksheet, add the "**June**" data to the chart.

Task 5. Display the formulas for the "**Q2 Sales**" worksheet.

Task 6. Add a function to cell **E3** in the "**Key Applications**" worksheet that will display the word "**Yes**" if the value in cell **D3** is higher than **719** otherwise display the word "**No**". Fill the cells in Column to show whether or not each student passed.

Project 16

Task 1. Add the word "**2015**" to the **Title property** of the document.

Task 2. In the "**October**" worksheet use an Excel feature to copy the formula in cell **E15** so that it will fill cells **E16:G38**.

Task 3. In cell **E41** of the "**October**" worksheet, use a function to calculate the average of the cells **E14:E38** that have a debit value over **300\$**.

Task 4. Make copy of the "**October**" worksheet to the right of the "**October**" worksheet.

Task 5. Add the **coins.jpg** file in the Pictures folder to the right of the "**Bank Statement**" title on the "**October**" worksheet.

Project 17

Task 1. On the "**Drinks**" worksheet beginning in cell **A7**, import the data from **Drink.txt** located in the Documents folder.

Task 2. Apply Blue, **Table Style Medium 9** (Table Style Medium 9) to the table on the "**Tea**" worksheet.

Task 3. On the "**Tea**" worksheet, change the layout of the column chart to **Layout 9**. Add "**Price**" as the vertical Axis Title. Remove the horizontal Axis Title.

Task 4. Move the chart on the "**Q1 Tea Sales**" worksheet to a chart sheet named "**Tea Sales**".

Task 5. Swap the axis data of the chart on the "**Tea**" worksheet.