Bài tập theo Objective 2

Bài 1

➤ Open the Excel_2-1 workbook, and complete the following tasks by using the data in cells B4:G9 of the Ad Buy Constraints worksheet:

❑ Paste only the values and formatting into the range beginning at B18.

❑ Paste only the formulas into the range beginning at B25.

❑ Paste only the formatting (but not the content) into the range beginning at B32.

❑ Delete rows to move the headings to row 1.

❑ Delete columns to move the Magazine column to column A.

❑ Cut the data from the Mag3 row (B4:F4) and insert it into the Mag2 row (B3:F3).

❑ Move the *Cost Per Ad* data to the left of the Total Cost cells.

❑ Insert two blank cells in positions B8:B9, shifting any existing data down.

❑ Transpose the names in the Magazine column (cells A1:A6) to the first row of a new worksheet.

➤ On the Price List worksheet, do the following:

❑ Using the fill handle, fill cells A2:A21 with *Item 1*, *Item 2*, *Item 3*, and so on through *Item 20*.

❑ Fill cells B2:B21 with *10*, *20*, *30*, and so on through *200*.

❑ Fill cells C2:C21 with *$3.00*, *$2.95*, *$2.90*, and so on through *$2.05*.

❑ Copy the background and font formatting from cell A1 to cells A2:A21. Then delete the content of cell A1 (but not the cell).

Bài 2

➤ Open the Excel_2-2 workbook, display the Employees worksheet, and do the following:

❑ Merge cells A13:C14 so that the hyperlink is centered in a double height cell across the three columns.

➤ On the Expense Statement worksheet, do the following:

❑ Select the entire worksheet and turn on text wrapping.

❑ Turn off text wrapping in only rows 4, 5, and 9.

❑ Right-align the entries in column A.

❑ Bottom-align the headings in row 9.

❑ Apply the *Angle Counterclockwise* orientation to the headings in row 9.

❑ Format cell K10 to display its contents as currency with a US dollar symbol and no decimal places. Then apply the same formatting to cells K11: K23.

❑ Apply the *20% - Accent2* cell style to cells A9:K9.

➤ Save the Excel_2-2 workbook.

➤ Close the open workbooks.

Bài 3

➤ Open the Excel_2-3 workbook. On the Order Details worksheet, use conditional formatting to do the following to all the values in the Extended Price column:

❏ Apply the *3 Arrows (Colored)* icon set. (Keep the default settings.)

❏ Add blue data bars to the column. (Keep the default settings.)

❏ Fill all cells in the column that contain values of greater than $100 with bright yellow.

➤ On the JanFeb worksheet, do the following:

❏ Insert a row below the times. In that row, summarize the data for each hour by using a Column Sparkline.

❏ Apply the *Colorful #4* Sparkline style.

❏ Accentuate the First Point and Last Point data markers.

➤ On the MarApr worksheet, do the following:

❏ In column P, summarize the data for each day of March by using a Line Sparkline.

❏ Apply the Sparkline Style *Accent 6, Darker 25%* style.

❏ Display all the data markers without placing emphasis on any specific type of data marker.

➤ On the Sales By Region worksheet, do the following:

❏ Create subtotals of sales amounts first by period and then by region.

❏ Find the average sales by period and then by region.