

PROJECT 1

SCUBA

You own a small SCUBA diving concession in the Caribbean. You need to update your Inventory workbook to include new items.

Task 1: Beginning at cell A16 on **Sheet1**, import the list from the comma delimited source file **MoreToys.csv** located in the **GMetrixTemplates** folder. (Accept all other defaults)

This question has different help steps depending on the version of Office 2016 you are using, you can check which version you have on the File tab, Account page.

For Office 365:

1. Go to the File tab and select Options.
2. In the Excel Options window, select Customize Ribbon.
3. Click the New Tab button to create a new tab and new group.
4. Change the Choose commands from: drop down to All commands.
5. Select Import External Data from the list and then click the Add >> button. Click OK.
6. On the Sheet1 worksheet, select cell A16.
7. In the New Tab tab, New Group, select Import Data.
8. Browse to the GMetrixTemplates folder.
9. Select the MoreToys.csv file and click the Open button.
10. In the Text Import Wizard - Step 1 of 3 window, ensure that Delimited is selected and click Next >.
11. In the Text Import Wizard - Step 2 of 3 window, under Delimiters, deselect Tab and select Comma. Click Next > then Finish.
12. In the Import Data pop-up window, ensure the Existing Worksheet bubble under the "Where do you want to put the data?" section is checked, and make sure it reads =\$A\$16
13. Click OK.

For all other versions of Office 2016:

1. On the Sheet1 worksheet, select cell A16.
2. Click the Data tab.
3. In the Get External Data group, click From Text.
4. Browse to the GMetrixTemplates folder.
5. Select the MoreToys.csv file and click the Import button.
6. In the Text Import Wizard - Step 1 of 3 window, ensure that Delimited is selected and click Next >.
7. In the Text Import Wizard - Step 2 of 3 window, under Delimiters, deselect Tab and select Comma. Click Next > then Finish.
8. In the Import Data pop-up window, ensure the Existing Worksheet bubble under the "Where do you want to put the data?" section is checked, and make sure it reads =\$A\$16
9. Click OK.

Task 2: Change the worksheet tab color of **Sheet1** to **Blue, Accent 2, Darker 25%**.

1. At the bottom of the workbook, right-click the Sheet1 tab and select Tab Color.
2. Under Theme Colors, in the sixth column fifth row, select Blue, Accent 2, Darker 25%.

Task 3: Change the worksheet tab color of **Sheet1** to **Blue, Accent 2, Darker 25%**.

1. At the bottom of the workbook, click the New Inventory worksheet tab and select cell range A2 through D9.
2. On the ribbon HOME tab, in the Clipboard group, click Copy.
(Hint: You can also copy using the keyboard short-cut CTRL-C)
3. Click on the Boats worksheet tab and click the first cell in the table, cell A6.
4. On the ribbon HOME tab, in the Clipboard group, click Paste.
(Hint: You can also paste using the keyboard short-cut CTRL-V)

Task 4: Reorder the worksheets so **Boats** is first.

1. At the bottom of the workbook, right-click the Boats tab, and select Move or Copy...
2. In the Before sheet: window, select Sheet1.
3. Click the OK button.
(Hint: You can also click-drag the tab to move it.)

Task 5: Hide the **New Inventory** worksheet

1. At the bottom of the workbook, right-click the New Inventory worksheet tab, and select Hide
-OR-
1. Click the New Inventory worksheet tab to select it.
2. On the HOME tab, in the Cells group, click the Format drop-down arrow. Select Hide & Unhide, then click Hide Sheet

PROJECT 2

FISHING SUPPLIES

A small discount fishing supply store is creating an inventory report. They need help with charts, hyperlinks, and applying conditional formatting. You have been asked to assist.

Task 1: Join cells A1:E1 of the **Tackle** worksheet. Do not change the alignment of the contents.

1. Select cell range A1:E1 on the Tackle worksheet.
2. On the HOME tab, in the Alignment group, click the Merge & Center drop-down arrow and select Merge Across.

Task 2: On the **Carriers and Coolers** worksheet, link the contents in cell C10, C11, and C12 to cell A4 on the **Tackle** worksheet.

1. Select cell C10 on the Carriers and Coolers worksheet
2. On the INSERT tab, in the Links group, click Hyperlink.
3. In the Link to: section, select Place in This Document.
4. In the "Type the cell reference" field, type "A4"
5. In the "Or select a place in this document" field, under Cell Reference, highlight Tackle

6. Click OK.
7. Repeat steps 1 through 6 for cells C11 and C12.

Task 3: On the **Carriers and Coolers** worksheet, apply the **3 Flags Icon Set** Conditional Formatting to the contents in the **Inventory** column.

1. Select cell range D4:D19 on the Carries and Coolers worksheet.
2. On the HOME tab, in the Styles group, click Conditional Formatting to open the menu.
3. Select Icon Sets and click 3 Flags.

Task 4: On the **Carriers and Coolers** worksheet, expand the chart data range to include the rest of the rows in the table

1. On the Carriers Coolers worksheet, click in the center of the chart to select it.
2. Click the Chart Tools Design contextual tab.
3. In the Data group, click Select Data.
4. In the Select Data Source pop-up window, in the Chart data range field, change the last value to \$D\$19.

(Hint: the entire data range should be ='Carriers & Coolers'!\$C\$4:\$D\$19)

5. Click OK.

Task 5: Copy only the **Carriers and Coolers** worksheet into a new workbook. Save it in the **GMetrixTemplates** folder as **Inventory Report.xlsx**. Close the new workbook before proceeding.

1. At the bottom of the workbook, right-click the Carriers and Coolers tab, and select Move or Copy...
2. Click the Create a copy box to enable it.
3. In the To book: field, click the down-arrow and select (new book).
4. Click OK. The new workbook containing only the worksheet Carriers and Coolers should open.
5. Click the FILE tab and select Save As.
6. Browse to the GMetrixTemplates folder and save the workbook with the File name: Inventory Report.xlsx
7. Click Save.
8. Close the new Workbook you just saved.

PROJECT 3

ICE CREAM

A shop you manage sells custom flavored ice cream. You are tracking the cost and profit of each flavor and summarizing the information in a workbook.

Task 1: Simultaneously replace all occurrences of then word **Choco** with **Chocolate** in the workbook.

1. On the HOME tab, in the Editing group, click Find & Select and choose Replace...
2. In the Find and Replace pop-up window, type the following in the fields:

Find what: Choco

Replace with: Chocolate

3. Click the Options button and set the Within: field to Workbook.

4. Click **Replace All** once. (Hint: You can verify that the change happened by looking at cells A4 and A18 on the Costs worksheet to see whether it says "Choco" or "Chocolate.")
5. Click Close to exit the pop-up window.

Task 2: On the **Costs** worksheet, repeat the rows containing the **company logo** and **column headings** so they appear on all printed pages.

1. On the PAGE LAYOUT tab, in the Page Setup group, click Print Titles.
2. In the Page Setup pop-up window, on the Sheet tab, type the following in the fields:

Rows to repeat at top: \$1:\$3

(Hint: You can also autopopulate this field by selecting the rows with your mouse.)

3. Click OK

(Hint: You can see the result by clicking Print Titles again, then clicking Print Preview. The first page will display in the Print Preview window. At the bottom of the window, advance to the second page by clicking the Next Page arrow located right of 1 of 2. You should see the column headings displayed at the top of the table on both pages. Click the return arrow in the upper left corner of the window to go back to the spreadsheet.)

Task 3: In cell B28 on the **Profits** worksheet, insert a formula that displays the number of **Sales** greater than 250.

1. Click the Profits worksheet tab to select that worksheet.
2. Click cell B28 to select it.
3. On the FORMULAS tab, on the far left click Insert Function.
4. In the Insert Function pop-up window, in the Search for a function: field, type **COUNTIF**. Click Go.
5. In the Select a function: window, select COUNTIF and click OK.
6. In the Function Arguments pop-up window for COUNTIF, type the following in the fields:

Range: D4:D26

Criteria: ">250"

7. Click OK.

(Hint: The completed entry in the Formula Bar should read =COUNTIF(D4:D26,">250"))

Task 4: Modify the chart on the **Profits** worksheet so the **Flavors** are displayed as Horizontal Axis Labels and **Expense** and **Income** are the Legend Series.

1. If the Profits worksheet Is not already displayed, click the Profits worksheet tab to select it.
2. Click the chart to reveal the CHART TOOLS tabs.
3. On the CHART TOOLS DESIGN tab, in the Data group, click Switch Row / Column.

Task 5: Modify the chart on the **Profits** worksheet so the Legend appears at the Top.

1. If the Profits worksheet Is not already displayed, click the Profits worksheet tab to select it.

2. Click the chart to reveal the CHART TOOLS tabs.
3. On the far left of the CHART TOOLS DESIGN tab, in the Chart Layouts group, click Add Chart Element, select Legend and click Top.

PROJECT 4

NETWORK HARDWARE

Your company sells, installs, and services network equipment. You are preparing a workbook to track customer activity.

Task 1: Add a new worksheet named **Customers** to the workbook.

1. At the bottom of the workbook, to the right of the Hardware worksheet tab, click the New Sheet button (+)
2. Right-click the new worksheet tab named Sheet1, and select Rename.
3. Replace the name, Sheet1, by typing the new name, Customers. Press Enter on your keyboard to accept the change.

Task 2: Simultaneously remove all duplicate records in the **Wired Networks** table in the Hardware worksheet.

1. Click any cell within the Wired Networks table.
2. On the DATA tab, in the Data Tools group, click Remove Duplicates.
(Hint: Notice the entire table is automatically selected.)
3. Accept all defaults and click OK.
(Hint: A pop-up window should confirm that 2 duplicate records were removed.)
4. Click OK.

Task 3: Beginning at cell A1 on the **Hardware** worksheet, import the picture file **NetworkTopology.png** located in the GMetrixTemplates folder.

1. On the Hardware worksheet, click on cell A1.
2. On the INSERT tab, in the Illustrations group, click Pictures. Browse to the GMetrix Templates folder, select the file, NetworkTopology.png.
3. Click the Insert button.

Task 4: On the **Hardware** worksheet, rotate the text **Wired Networks** and **Wireless Networks** to **Angle Clockwise**.

1. Click the cell containing the text Wired Networks (Cell C3) then hold down the CTRL button on the keyboard and select Wireless Networks (Cell C18) to simultaneously select both.
2. On the in the HOME tab, in the Alignment group, click the Orientation icon and select Angle Clockwise.

Task 5: Sort the data in the **Wired Networks** table. Sort by **ProductID**, smallest to largest

1. Click any cell within the Wired Networks table.
2. On the HOME tab, in the Editing group, click Sort & Filter and select Custom Sort...
3. In the Sort pop-up window, configure the fields as shown below:

Column Sort by: ProductID **Sort on:** Values **Order:** smallest to largest
6. Click OK

PROJECT 5

Bike Sales

You are the administrative assistant for a retail store that sells bicycles. You have been tasked to modify a workbook to report the sales for the first quarter.

Task 1: Configure the **Q1 Sales** worksheet so rows 1 through 3 remain visible as you scroll vertically.

1. On the Q1 Sales worksheet, select row 4.

(Hint: When freezing frames vertically, select the row below the last row you want to remain visible.)

2. On the View tab, in the Window group, click the Freeze Panes down-arrow and select Freeze Panes.

Task 2: Add the Subject **Equipment Draft** to the document properties.

1. Click the FILE tab.

2. In the bottom right corner of the Info page, click the Show All Properties link.

3. In the Subject field, type Equipment Draft.

4. Click the return arrow in the upper-left corner of the Info window to display the document.

Task 3: Configure Excel to always print cell range A1:F17 on the **Q1 Sales** worksheet.

1. On the Q1 Sales worksheet, select cell range A1:F17.

2. Click the PAGE LAYOUT tab.

3. In the Page Setup group, click Print Area and select Set Print Area

Task 4: On the **Q1 Sales** worksheet, insert a function in cell B19 that calculates all sales from the **Total** column.

1. On the Q1 Sales worksheet, select cell B19.

2. In the formula field, type =SUM(F4:F17)

3. Click Enter on the keyboard to display the result.

(Hint: The result displayed should be \$251,422.00)

Task 5: In cell B4 on the **Q1 Sales** worksheet, insert a function that joins **Description** and **Style** from the **Catalog** worksheet, separated by a hyphen. Include a space on both sides of the hyphen. (Example: **Cross Country -Hardtail**).

1. On the Q1 Sales worksheet, select cell B4.

2. Click the FORMULAS tab and click Insert Function.

3. In the Search for a function field, type the keyword, Join and then click GO.

4. In the Select a function field, select CONCATENATE. Click OK.

5. In the Function Arguments pop-up window for CONCATENATE, do the following:

a. Click in the Text1 field.

b. Click the Catalog worksheet tab. In the Description column, select cell D4.

- c. Click in the Text2 field
- d. Type a set of quotes containing a space, a hyphen, and a space. Example: " - "
- e. Click in the Text3 field.
- f. Click the Catalog worksheet tab. In the Style column, select cell C4.
6. Click OK.

PROJECT 6

ROCK CRAWLING

The city of Moab host various Rock Crawling events. You have been tasked with tracking successful attempts.

Task 1: Enable the Total Row for the table located on the **Qtr 1** worksheet.

1. On the Qtr 1 worksheet, click on any cell in the table to select the table.
2. On the TABLE TOOLS DESIGN tab, in the Table Style Options group, click the Total Row to enable it.

Task 2: On the **Qtr 1** worksheet, in the **Maximum** row, insert a formula in column B that returns the greatest number of successful attempts for the month of January.

1. On the Qtr 1 worksheet, select the cell in the Maximum row, column B. (This will be B16 if you have not done Task 1 and B17 if you have.)
2. Click the FORMULAS tab.
3. In the Function Library group, click the AutoSum down-arrow and select MAX.
4. Above the worksheet, in the Formula Bar, adjust the selected cell range to include only cells B10:B14.
5. Press the Enter key to accept the formula and calculate the results.
(Hint: the result displayed should be 632.00)

Task 3: On the **Qtr 1** worksheet, use the data contained only in the **Trail, Jan, Feb** and **Mar** columns to create a **3-D Clustered Column** chart. Do not include **Total** data. Position the new chart to the right of the table.

1. On the Qtr 1 worksheet, select cell range A9:D14.
2. Click the INSERT tab.
3. In the Charts group, click the Insert Column Chart icon and select 3-D Clustered Column.
4. Click-drag the new chart and position it to the right of the table

Task 4: On the **Qtr 2** worksheet, create a table from cell range A9:E14 by applying **Table Style Medium 18**. Use the data in row 9 as headers.

1. On the Qtr 2 worksheet, select cell range A9:E14.
2. On the HOME tab, in the Styles group, click Format as Table to open the gallery.
3. Under the Medium section, click Table Style Medium 18.
4. In the Format As Table pop-up window, do the following:
 - a. Confirm the data field contains =\$A\$9:\$E\$14.
 - b. Confirm the My table has headers box is enabled.
 - c. Click OK.

Task 5: Apply **Style 3** to the pie chart on the **Qtr 2** worksheet.

1. On the Qtr 2 worksheet, select cell range A9:E14.
2. On the HOME tab, in the Styles group, click Format as Table to open the gallery.

3. Under the Medium section, click Table Style Medium 18.
4. In the Format As Table pop-up window, do the following:
 - a. Confirm the data field contains =\$A\$9:\$E\$14.
 - b. Confirm the My table has headers box is enabled.
 - c. Click OK

PROJECT 7

FUSIONTOMO

You are the HR Director for FusionTomo. The store offers bonuses to employees who meet quarterly sales goals. You have been tasked with preparing the tables that track the sales and bonuses.

Task 1: Use **Autofill** to copy the formula in cell H4 to calculate the **Total Compensation** for each employee in the **Bonuses** table.

1. On the Employee Bonuses worksheet, confirm that cell H4 is selected.
2. In the lower-right corner of cell H4, click-drag the fill handle down through the Total Compensation column, beginning with cell H4 through H11

Task 2: Insert a formula into cell G4 on the **Employee Bonuses** worksheet that evaluates whether the amount in **Parts**, **Accessories**, or **Services** exceed the **Quarterly Goal**. For each column that exceeds the goal, apply the **Quarterly Bonus Rate**.

1. On the Employee Bonuses worksheet, select cell G4. (Hint: Always put your formula in the cell where you want the result to be displayed)
2. On the FORMULAS tab, in the Function Library, click Insert Function.
3. In the Search for a function: field, type Sumif and click GO.
4. In the Select a function field, click SUMIF and click OK.
5. In the SUMIF pop-up window, configure the following:

Range: B4:D4

Criteria: >100000

Sum_Range: B4:D4

(Hint: You can leave this field blank and the cells in the Range field will be used by default.)

6. Click OK.
7. In the Formula Bar, to the right of the SUMIF formula, multiply it by the ""Quarterly Bonus Rate"" so it reads as follows: =SUMIF(B4:D4,">100000")*\$B\$17
8. Press the Enter key to accept the formula and calculate the result

Task 3: On the **Parts** worksheet, remove the row containing the salesperson named **Allen**.

1. On the Parts worksheet, right-click row 11 and select Delete, and then click Delete Row

Task 4: On the **Employee Bonuses** worksheet, disable the headings on the **Rates** table.

1. Click anywhere on the Rates table to select it.
2. On the TABLE TOOLS DESIGN tab, in the Table Styles Options group, click the Header Row box to clear it and disable the option.

Task 5: In cell F4 on the **Parts** worksheet, insert a line that graphs the trend of sales from **Jan** through **Mar**.

1. Select cell F4 on the Parts worksheet.
2. Select the INSERT tab.
3. In the Sparklines group, click Line.
4. In the Create Sparklines pop-up window, configure the fields as follows:

Data range: B4:D4

Location range: \$F\$4

5. Click OK