

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)

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

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

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

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

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.

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

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

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

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.

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 the word **Choco** with **Chocolate** in the workbook.

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

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

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

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

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

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

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

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.

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

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

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

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**).

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.

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.

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.

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.

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

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.

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**.

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

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

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