

PROJECT 1

Game Store

You operate a store that sells and rents video games. You are updating your Excel workbook used to track your business.

Task 1 On the New Releases worksheet, navigate to the cell range NewestTitles and delete the contents. Retain all other cells on the worksheet.

Task 2: On the New Releases worksheet, adjust the height of row 2 to 34.5.

Task 3: In cell I7 of the New Releases worksheet, use a function to calculate the average of the Review Score column where the System type is YCube 720.

Task 4: Remove the table functionality from PreOrders. Retain the font and cell formatting.

Task 5: Add a new worksheet named Specials with a tab color Blue.

PROJECT 2

Feed Store

A Feed and Fencing supply store is creating an inventory report. They need help with charts, hyperlinks, and adding new inventory to the Excel workbook. You've been hired to assist.

Task 1 On the Home-Made Pet Food worksheet, in cell A9, import New Flavors.txt located in the GMetrixTemplates folder as a tab-delimited file without headers.

Task 2:: On the Feed Inventory worksheet, remove the hyperlink functionality, but leave the text in cell C33.

Task 3:: Show the existing Fencing worksheet located after the Home-Made Pet Food worksheet.

Task 4: On the Home-Made Pet Food worksheet, format the data range A3:E11 as a table that has headers. Apply any table style format.

Task 5: On the Feed Inventory worksheet, resize the Total Inventory chart so that it covers only cells H3 through O19.

PROJECT 3

Fudge Store

A shop you manage sells gourmet fudge. You are tracking the amount of fudge sold each quarter and summarizing the information in a workbook.

Task 1 Display the Costs worksheet in Page Layout view. Then insert a page break between row 20 Cracker Jacker and row 21 Raspberry Chocolate.

Task 2: In the Flavors column of the Costs worksheet, replace all instances of the misspelled word Purge with Splurge.

Task 3:: On the Profits worksheet, enter a formula in cell A29 that uses an Excel function to return the average costs of the fudge flavors based on the values in the Cost column.

Task 4: On the Profits worksheet, include the Total Profit data on the Flavor Expenses, Income and Profit chart.

Task 5::

Locate the table that has the name Table1 and change the name to Costs.

PROJECT 4

Computer Rooms

Your company rents out training rooms equipped with computers. The rooms rent year-around at different prices. You are preparing pricing worksheets to be shared with others.

Task 1 Rename the Renters worksheet to Customers.

Task 2:: Add the value New Rates to the Title property of the document.

Task 3:: Set cells A1:F10 in the Computer Rooms worksheet so that they will be the only cells that print.

Task 4: Save the Computer Rooms worksheet as a webpage named Rent Prices.htm to the Gmetrix Templates folder.

Task 5:: On the Computer Rooms worksheet, configure the heading row in the table (row 4) so that entries wider than the column wrap to multiple lines.

PROJECT 5

Police Auction

You are the administrative assistant for a police precinct. Each year the precinct auctions unclaimed stolen vehicles to the public. You've been tasked to prepare a workbook for the sales.

Task 1 On the Sold worksheet, insert a new column before column A.

Task 2: On the Sold worksheet, configure rows 14 through 17 so they are present but not visible.

Task 3: On the Vehicles worksheet, add subtotals to the Price column that display the combined price for each Type with a page break between each type.

Task 4: On the Sold 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 5: On the Vehicles worksheet, in the Code column cell B4, create a formula that returns the two leftmost letters of the vehicle style displayed in cell D4.

PROJECT 6

Taco Stands

A Taco Stand business is creating a sales report. They need help with charts, formulas and configurations. You've been hired to assist.

Task 1 Make a copy of the Qtr 2 worksheet to the right of the Qtr 2 worksheet.

Task 2: Display the formulas that are in the cells of the Qtr 2 worksheet.

Task 3: On the Qtr 1 worksheet, apply a number format to display the numbers in columns B through E to two decimal places with the US Dollar symbol (\$) left-aligned and the decimal points aligned.

Task 4: In the Qtr 1 worksheet change the configuration of the Q1 Taco Revenue chart so that it displays the months on the x-axis and the revenue on the y-axis.

Task 5: Without using the New Sheet button, move the pie chart on the Qtr 2 worksheet to its own chart sheet named Qtr 2 Chart.

PROJECT 7

Computer Hotline

You are assistant manager of the Computer Hotline business. The business offers overtime bonuses to employees who work extra hours. You've been tasked with preparing the tables.

Task 1 On the Average Call Time worksheet, use an Excel feature to copy the sparkline into all the vacant cells of the Trend column.

Task 2:: On the Employee Hours worksheet, add a row to the table that automatically calculates total hours worked by all employees.

Task 3:: Add a function to the Overtime column cell H4 on the Employee Hours worksheet that will display the word Yes if the value in cell J4 is higher than 40, otherwise display the word No.

Task 4: In cell I4 of the Employee Hours sheet, use a function to copy the name from cell A4 and format the name so the first letter is upper case and the remaining letters are lower case.

Task 5::

On the Average Call Time worksheet, create a 3-D Clustered Column chart that shows only the Call Time for Friday by each Salesperson. Position the new chart to the right of the table and change the colors of the chart to Colorful Palette 4.