

PROJECT 1

Sports

You manage a sports club. You are creating charts to compare the registration revenue collected for each sport.

Task 1: Create a **Stacked Area** chart that shows the registration trend from **January** to **December** for **Football**, **Baseball**, and **Basketball**. Position the chart to the right of the table and change the color to Monochromatic Palette 4 (or Color 8).

1. On the Registration Revenues worksheet, select cell range A2:D14.
2. Click the INSERT tab.
3. In the Charts group, click the Insert Line or Area Chart icon and under 2D Area select Stacked Area.
4. Click-drag the new chart and position it to the right of the table.
5. On the CHART TOOLS DESIGN tab, in the Chart Styles group, click Change Colors and select Monochromatic Palette 4 (or Color 8).

Task 2: Add the Chart Title New Sports to the pie chart on the Registration Revenue Worksheet.

1. On the Registration Revenue worksheet, click the text Chart Title on the pie chart.
2. Replace the text Chart Title with New Sports.
3. Click anywhere outside the chart to deselect it.

Task 3 Move the pie chart New Sports from the Registration Revenue worksheet and place it as an object in the Charts worksheet.

1. On the Registration Revenue worksheet, click anywhere on the pie chart to select it.
2. On the CHART TOOLS DESIGN contextual tab, in the Location group, click Move Chart.
3. In the Move Chart pop-up window, click the down-arrow next to Object in: and select Charts.
4. Click OK.

Task 4: Add the Alt Text New Sports to the pie chart containing Soccer, Tennis, and Volleyball data.

Option 1:

1. Right-click the pie chart containing the Soccer, Tennis, and Volleyball data.
2. Select Edit Alt Text...
3. In the Alt Text pane type New Sports.
4. Close the Alt Text pane by clicking the X in the upper-right corner.

Option 2 (If Edit Alt Text isn't available when you right click):

1. Right-click the pie chart containing the Soccer, Tennis, and Volleyball data.
2. Select Format Chart Area.
3. Select Size & Properties
4. Select Alt Text and type New Sports in the Description box.

PROJECT 2

Lunch Trucks

You and a partner own a small fleet of Lunch Trucks. You are creating a workbook to track your inventory and analyze your revenue.

Task 1: Remove all duplicate records from the Food Inventory worksheet. Do not remove any other records.

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

Task 2: On the Food Inventory worksheet, enter a function in cell G1 that counts the number of Food Items.

1. At the bottom of the workbook, click the Food Inventory tab.
2. Select cell G1. (Hint: Always put your formula in the cell where you want the result to be displayed)
3. On the FORMULAS tab, in the Function Library, click Insert Function.
4. In the Search for a function: field, type Count and click Go.
5. In the Select a function field, click COUNTA and click OK.
(Hint: COUNTA will count any cell that is not empty. It does not need to contain numbers.).
6. In the Function Arguments pop-up window, configure the following:
Value1:_[Food Item])
7. Click OK.

Hint: The formula in cell G1 should be =COUNTA(_[Food Item])

Task 3 On the Revenue worksheet, enter a formula in cell J10 that uses a function to calculate the average revenue from the January column.

1. At the bottom of the workbook, click the Revenue tab.
1. Select cell J10. (Hint: Always put your formula in the cell where you want the result to be displayed)
2. In the Formula Bar, type =AVERAGE, then press the tab key on your keyboard.
3. To the left of the Formula Bar, click fx to open the Function Arguments wizard.
4. In the Function Arguments wizard, configure the following:
Number1: C10:C44 (Hint: If you drag to select the cells instead of typing, the structured reference will be Table1[January])
5. Click OK.

(Hint: The formula in cell J10 should be either =AVERAGE(C10:C44) or =AVERAGE(Table1[January]). The result displayed should be \$2,806.40)

Task 4: On the Revenue worksheet, in cell range C5:C7, insert the food-truck.png image from the GMetrixTemplates folder. Size the image to a width of 1".

1. On the Revenue worksheet, click on cell C5.
2. On the INSERT tab, in the Illustrations group, click Pictures. Browse to the GMetrixTemplates folder, select the file, food-truck.png.
3. Click the Insert button.
4. Click the PICTURE TOOLS FORMAT tab.
5. In the Size group, change the Width: to 1.

PROJECT 3

Grain Production

You are writing a report about the top countries in the world for grain production. To support your report, you are constructing a worksheet using Excel 2016

Task 1: Remove all hidden properties and personal information from the workbook.

1. Click the FILE tab.
2. On the default Info page, click the Check for Issues button.
3. Select Inspect Document. (Hint: If prompted to save your changes, click Yes)
4. In the Document Inspector pop-up window, accept all of the default selections and click Inspect.
5. On the results page, next to Document Properties and Personal information, click Remove All.
6. Click Close.
7. Click the circled arrow located in the upper-left of the FILE tab to return to the Grain Production worksheet.

Task 2: In the Grain Production worksheet, apply the Title style to cell A1.

1. Select cell A1.
2. On the HOME tab, in the Styles group, click the more drop down.
3. Beneath Titles and Headings section, click Title.

Task 3 In the Grain Production worksheet, modify the table style to remove the shading that appears on every other row.

1. Click anywhere in the first table to select it.
 2. On the TABLE TOOLS DESIGN contextual tab, in the Table Styles Options group, click the box Banded Rows to clear it.
- (Hint: The shading on the table rows should now be removed.)

Task 4: In the Grain Production worksheet, change the sort order of the first table to alphabetize the countries from A to Z.

1. On the first table, click the Country column heading (cell A3).
2. On the HOME tab, in the Editing group, click Sort & Filter and select Sort A to Z.

Task5: Enter a formula in cell E4 that calculates the total production of Barley and updates the results even if the row order is changed.

1. Select cell E4.
- (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 Function Arguments pop-up window for SUMIF, configure the following:
Range: B4:B31 (Hint: If you drag to select the cells instead of typing, the structured reference will be Table1[Product])
Criteria: Barley
Sum_Range: C4:C31 (Hint: If you drag to select the cells instead of typing, the structured reference will be Table1[Metric Tons])
6. Click OK.
(Hint: The formula in cell E3 should be =SUMIF(B4:B31,"Barley",C4:C31. The result displayed should be 30,270,882).

PROJECT 4

Music Store

You are the manager of a Music Store. The store sells instruments, parts, and music lessons. You pay a 3% bonus commission to the employees based on their total sales at the end of each year. You are updating the Excel 2016 workbook used to summarize the sales.

Task 1: On the Sales Commissions worksheet, configure the Target Sales column so the data still exists, but is not visible.

1. On the Sales Commissions worksheet, click column B to select the entire column.
2. Right-click and select Hide.

Task 2: Modify the scaling of the Sales Commissions worksheet so it fits on a single page when printed.

1. Click the FILE tab.
2. In the category column, click Print.
3. At the bottom of the Settings section, click the down-arrow to change No Scaling to Fit Sheet on One Page.
4. Click the circled arrow located in the upper-left of the FILE tab to return to the Sales Commissions worksheet

Task 3 Remove the cell containing the data PROJECTed Sales in the Sales Commissions worksheet.

1. Select cell A13.
2. Right-click and select Delete ...
3. On the Delete pop-up window, accept the default selection and click OK.

Task 4: In the Sales Commissions worksheet, use an automatic formatting method to apply Orange Gradient Fill Data Bars to the Total Sales column that changes the cell formatting whenever the cell values change.

1. Select cell range F4:F10 on the Sales Commissions worksheet,
2. On the HOME tab, in the Styles group, click Conditional Formatting to open the menu.
3. Select Data Bars and beneath the Gradient Fill section, click Orange Data Bar.

Task5: In the Sales Commissions worksheet, insert a formula in cell G4 that references the data in the Total Sales column and the Commission Rate in cell J3 to

calculate the values in the Commission column. Copy the formula into all the cells in the Commission column.

1. Select cell G4.
 2. In the Formula Bar, type the following: =F4*J\$3 (Hint: The result should be \$ 4,599)
 3. In the lower-right corner of the G4 cell, click the small square (a.k.a, the Fill Handle) and drag down the Commission column to copy the formula into cells G5 through G10.
- (Hint: If the copied formula fails to display a value, check your absolute referencing to cell J3. You must include the \$ symbol in front of the row reference to prevent relative referencing which changes the row value.)

PROJECT 5

Farm Market

You are the Sales Director for your local Farmers Market Association. You are modifying an Excel workbook to help you track the revenue from last season.

Task 1: Change the margins of the Summary worksheet to 0.75" (1.905 cm) on the top, bottom, left, right, and a 0.5" (1.27 cm) header and footer. Center the worksheet horizontally within the margins.

1. At the bottom of the workbook, click the Summary tab to make this the active worksheet.
2. On the PAGE LAYOUT tab, in the Page Setup group, click Margins and select Custom Margins ...
3. Configure the margins as follows: (Hint: Type the numbers to change them. Do not scroll.)
Top: 0.75" (1.905 cm) Header: 0.5" (1.27 cm)
Left: 0.75" (1.905 cm) Right: 0.75" (1.905 cm)
Bottom: 0.75" (1.905 cm) Footer: 0.5" (1.27 cm)
4. Check the box to Center on Page: Horizontally
5. Click OK.

Task 2: Hide the Rental Revenue worksheet so it still exists in the workbook, but the tab is not visible.

1. At the bottom of the workbook, right-click the Rental Revenue worksheet tab, and select Hide

An alternative solution:

1. Click the Rental Revenue 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.

Task 3 Save the Summary worksheet into the GMetrixTemplates folder as a PDF file with the name, Summary.

1. At the bottom of the workbook, click the Summary tab to make this the active worksheet.

2. Select the FILE tab.

3. In the left pane, select Save As and browse to the GMetrixTemplates folder.

4. In the Save As pop-up window, configure the following:

File name: Summary

Save as type: PDF (*.pdf)

5. Accept all other defaults and click Save.

(Hint: If the .pdf is opened by your operating system, verify the creation of the document then close the PDF window.)

Task 4: Outline both the columns and rows of the table on the Summary worksheet.

1. At the bottom of the workbook, click the Summary tab.

2. Click any cell within the table to select it.

3. On the DATA tab, in the Outline group, click Group and select Auto Outline.

Task 5: Sort the Farmers Market worksheet alphabetically (from A to Z), first by Location, then by Product, and then by Season (Spring, Summer, Fall).

1. At the bottom of the workbook, click the Farmers Market tab.

2. Click any cell within the table to select it.

3. On the HOME tab, in the Editing group, click Sort & Filter and select Custom Sort...

4. In the Sort pop-up window, configure the fields as shown below:

Column Sort by: Location Sort on: Values Order: A to Z

5. Click Add Level

6. Then by: Product Sort on: Values Order: A to Z

7. Click Add Level

8. Then by: Season Sort on: Values

9. For Order click Custom List, in the Add List box type: Spring, Summer, Fall

10. Click Add.

11. Click OK.

12. Click OK.

PROJECT 6

Club Fundraiser

You are the Assistant Director for a group of regional horseback riding clubs. Members of the clubs in your region are raising funds by selling cookies. You are modifying an Excel 2016 workbook to track their sales.

Task 1: On the Fundraiser worksheet, delete row 4 from the first table only.

1. On the Fundraiser worksheet, select cell range A4:I4.

2. Right-click and select Delete, and then click Table Rows

Task 2: Display all of the formulas on the Cookie Sales worksheet.

1. At the bottom of the workbook, click the Cookie Sales worksheet tab.
2. On the Cookie Sales worksheet, select the FORMULAS tab.
2. On the FORMULAS tab, in the Formula Auditing group, click Show Formulas.

Task 3 Configure the Fundraiser sheet to display rows 1-3 on every page that is printed.

1. At the bottom of the workbook, click the Fundraiser worksheet.
2. On the PAGE LAYOUT tab, in the Page Setup group, click Print Titles.
3. 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.)

4. 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 4: Apply the Orange, Accent 2 Fill Color and White, Background 1 Font Color and apply the bold format to cell range A2:B2 on the Cookie Sales worksheet.

1. At the bottom of the workbook, click the Cookie Sales worksheet.
2. Select cell range A2:B2.
3. On the HOME tab, in the Font group, click the Fill Color icon and in the first row select Orange, Accent 2.
4. In the Font group, click the Font Color icon and in the first row select White, Background 1.
5. In the Font group, click the Bold icon.

Task 5: On the Fundraiser worksheet, configure the table to display only records of the Blazing Broncs club members.

1. At the bottom of the workbook, click the Fundraiser worksheet.
2. On the table, click the autofilter down-arrow of either of the color filled cells A3 or B3.
3. Select Filter by Color and click the blue icon. (Hint: Blue is the fill color that identifies records of the Blazing Broncs club members.)

PROJECT 7

Forest Nursery

You operate a small nursery that supplies trees for reforestation. You are creating an Excel 2016 workbook to support your business.

Task 1: Color the tab of the Q1 Sales worksheet to Green.

1. At the bottom of the workbook, right-click the Q1 Sales worksheet tab and select Tab Color.
2. Under Standard Colors select Green.

Task 2: Rename the Sheet2 worksheet to Suppliers.

1. At the bottom of the workbook, right-click the Sheet2 tab and select Rename. (Hint: You can also double-click the tab to edit the name).
2. Type Suppliers and press Enter on your keyboard to accept the change.

Task 3 Insert Page 1 of ? page numbering in the header of the Q1 Sales worksheet.

1. At the bottom of the workbook, click the Q1 Sales worksheet tab to select it.
2. On the INSERT tab, in the Text group, click Header & Footer.
3. Click on the text, Click to add header, to reveal the HEADER & FOOTER TOOLS DESIGN tab.
4. In the Header & Footer group, click Header and select Page 1 of ?
5. On the VIEW tab, in the Workbook Views group, click Normal to close the Page Layout View (header and footer view).

Task 4: Copy the data from cell range A8:E13 on the Q1 Sales worksheet and transpose it to the cell range beginning at A8 on the Seedling Sales worksheet.

1. At the bottom of the workbook, click the Q1 Sales worksheet tab to select it.
2. Select all cell range A8:E13. (Hint: Do not include the Total column).
3. Right-click and select Copy.

(Note: You can also copy the range either by clicking Copy in the Clipboard group on the Home page, OR by using the short-cut key combination CTRL + C.)

4. At the bottom of the workbook, click the Seedling Sales worksheet tab to select it.
5. Click on cell A8.

6. Right-click and below the Paste Option section, click Transpose (4th icon).

(Note: There are several alternative solutions: You can right-click and select Paste Special... and Paste Special.. again. At the bottom of the Paste Special pop-up window, click Transpose to enable the option and click OK. -OR- On the HOME tab, in the Clipboard group, click Paste and select the Transpose icon (7th icon), or at the bottom of the Paste drop-down menu select Paste Special... and in the Paste Special pop-up window click Transpose to enable the option and click OK.)

Task 5: Remove the table formatting from the Small Tree Sales worksheet. Keep the cell formatting.

1. At the bottom of the workbook, click the Small Tree Sales worksheet tab.
2. Click anywhere within the table to select it (Hint: You must click within cell range A8:F18.)
3. Click on the TABLE TOOLS DESIGN tab.
4. In the Tools group, click Convert to Range.

5. When prompted, Do you want to convert the table to a normal range? Click, Yes. (Hint: When the table converts to a normal range, the autofilters will disappear and so will the TABLE TOOLS tab.

Task 6: On the Small Tree Sales worksheet, insert a formula in cell F20 that uses a built-in Excel function to return the value of the smallest value in the Total column.

1. On the Small Tree Sales worksheet, select cell F20.

2. Click the FORMULA tab.

3. In the Function Library group, click the AutoSum down-arrow and select MIN.

4. In the Formula Bar adjust the selected cell range to include only cells F9:F18.

5. Press the Enter key to accept the formula and calculate the results.

(Hint: The formula inserted into cell F20 should be =MIN(F9:F18) and the result displayed in cell F20 should be 550.)

Task 7: Apply the Quick Analysis tool to the data on the Q1 Sales worksheet to create a Clustered Column chart displaying sales of only Douglas Fir seedling, Giant Sequoia seedling and KMX seedling trees for each month. Apply Chart Style 14, Monochromatic Palette 7, and Quick Layout 2. Place the chart in the upper-left corner of the Seedling Sales Chart worksheet.

1. On the Q1 Sales worksheet, select cell range A8:E11.

2. In the lower-right corner of cell E11, click the Quick Analysis tool icon to open the toolbox.

3. In the Quick Analysis tool box, click the CHARTS tab.

4. Select the Clustered chart that shows each month as a column and the tree names in the legend.

5. On the CHART TOOLS DESIGN tab, in the Chart Styles group, click the More drop-down arrow to open the gallery. Select Style 14.

6. In the Chart Styles group, click Change Colors. Beneath the Monochromatic section, select Palette 7.

7. In the Chart Layouts group, click Quick Layout and select Layout 2.

8. On the CHART TOOLS DESIGN tab, in the Location group, click Move Chart.

6. In the Move Chart pop-up window, select Object in: then click the drop-down arrow and choose Seedling Sales Chart.

7. Click OK.

8. Drag the chart into the upper-left corner of the worksheet.

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