

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).

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

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

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

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.

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

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.

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".

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.

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

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

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

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.

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

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

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.

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.

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.

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

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

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

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).

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.

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

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

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.

Task 5: On the Fundraiser worksheet, configure the table to display only 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.

Task 2: Rename the Sheet2 worksheet to Suppliers.

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

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.

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

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.

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.