

Beyond the Classroom

Flight Arrival Status

GENERAL CASE 

FROM SCRATCH 

As an analyst for an airport, you want to study the flight arrivals for a particular day. Select an airport and find its list of flight arrival data. Some airport websites do not list complete details, so search for an airport that does, such as Will Rogers World Airport or San Diego International Airport. Copy the column labels and arrival data (airline, flight number, city, gate, scheduled time, status, etc.) for one day and paste them in a new workbook. The columns may be in a different sequence from what is listed here. However, you should format the data as needed. Leave two blank rows below the last row of data and enter the URL of the webpage from which you got the data, the date, and the time. Save the workbook as **e04b1Flights_LastFirst**. Convert the list to a table and apply a table style.

Sort the table by scheduled time and then by gate number. Apply conditional formatting to the Status column to highlight cells that contain the text Delayed (or similar text). Add a total row to calculate the MODE for the gate number and arrival time. The MODE is the number that appears the most frequently in the dataset. You must select **More Functions** from the list of functions in the total row and search for and select **MODE**. Change the total row label in the first column from Total to **Most Frequent**. Use Help to refresh your memory on how to nest an IF function inside another IF function. Add a calculated column on the right side of the table using a nested IF function and structured references to display **Late** if the actual time was later than the scheduled time, **On Time or Early** if the actual time was earlier than or equal to the scheduled time, or **Incomplete** if the flight has not landed yet.

Name the worksheet **Arrival Time**. Copy the worksheet and name the copied worksheet **Delayed**. Filter the list by delayed flights. Include a footer with your name on the left side, the sheet name code in the center, and the file name code on the right side of both worksheets. Adjust the margins on both worksheets as necessary. Save and close the file. Based on your instructor's directions, submit e04b1Flights_LastFirst.

Dairy Farm

DISASTER RECOVERY 

You are the product manager for Schaefer Dairy farm, a local organic farm that produces dairy products. Each month you must run an inventory report to identify and discard expired products before they are sold. Open *e04b2Dairy* and save it as **e04b2Dairy_LastFirst**. Convert the **range A5:E105** to a table, give the table a name, and apply a table style.

Freeze all data above row 6 and create a conditional formatting rule that highlights any package date that is 30 days or older than the manufacture date in B4. Sort the table first by the newly created highlight color then by department. Next, in column E create an IF function using structured referencing to determine the course of action for expired products. The function should display **discard** if the product is expired and nothing if the product is still sellable. Filter the table to display only items that should be discarded, then add a total row that counts the number of items to discard. Format the table so the column headings print at the top of each page and create a footer with your name, the sheet name code, and the file name code. Save and close the file. Based on your instructor's directions, submit e04b2Dairy_LastFirst.