

You work at Mountain View Realty. A coworker developed a spreadsheet listing houses listed and sold during the past several months. She included addresses, location, list price, selling price, listing date, and date sold. You need to convert the data to a table. You will manage the large worksheet, prepare the worksheet for printing, sort and filter the table, include calculations, and then format the table.

Prepare the Large Worksheet as a Table

You will freeze the panes so that labels remain onscreen. You also want to convert the data to a table so that you can apply table options.

- Open the *e04c1Houses* workbook and save it as **e04c1Houses_LastFirst**.
- Freeze the first row on the Sales Data worksheet.
- Convert the data to a table and apply the **Table Style Medium 17**.
- Remove duplicate records.

Add Calculated Fields and a Total Row

The office manager asked you to insert a column to display the percentage of list price. The formula finds the sale price percentage of the list price. For example, if a house was listed at \$100,000 and sells for \$75,000, the percentage of list price is 75%. In some cases, the percentage is more than 100%. This happens when a bidding war occurs and buyers increase their offers, which results in the seller getting more than the list price.

- Insert a new field to the right of the Selling Price field. Name the new field **Percent of List Price**.
- Create a formula with structured references to calculate the percentage of the list price.
- Format the field with **Percent Style** with one decimal place.
- Insert a new field to the right of the Sale Date field. Name the new field **Days on Market**.
- Create a formula with structured references to calculate the number of days on the market. Apply the **General number format** to the values.
- Add a total row to display the average percentage of list price and average number of days on market. Format the average number of days on market as a whole number. Use an appropriate label for the total row.

Sort and Print the Table

To help the office manager compare house sales by city, you will sort the data. Then you will prepare the large table to print.

- Sort the table by city in alphabetical order and add a second level to sort by days on market with the houses on the market the longest at the top within each city.
- Adjust column widths so that the data are one page across (three pages total). Wrap the column labels.
- Repeat the field names on all pages.

- Change page breaks so that city data do not span between pages and change back to Normal view.
- Add 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.

Copy and Filter the Data

The office manager needs to focus on houses that took longer than 30 days to sell within three cities. To keep the original data intact for the agents, you will copy the table data to a new sheet and use that sheet to display the filtered data.

- Copy the Sales Data sheet and place the duplicate sheet to the right of the original sheet tab. Convert the table to a range of data and delete the average row.
- Rename the duplicate worksheet **Filtered Data**.
- Display the filter arrows for the data.
- Filter the data to display the cities of Alpine, Cedar Hills, and Eagle Mountain.
- Filter the data to display records for houses that were on the market 30 days or more.

Apply Conditional Formatting

To highlight housing sales to illustrate trends, you will apply conditional formatting. Because data are sorted by city, you will use an icon set to color-code the number of days on market. You will also apply data bar conditional formatting to the sale prices to help the office manager visualize the differences among the sales.

- Apply the **3 Arrows (Colored)** icon set to the *Days on Market* values.
- Apply the **Light Blue Data Bar** conditional formatting in the *Gradient Fill* section to the selling prices.
- Create a new conditional format that applies yellow fill and bold font to values that contain 95% or higher for the *Percent of List Price* column.
- Edit the conditional format you created so that it formats values 98% or higher.

Finalize the Workbook

You are ready to finalize the workbook by adding a footer to the new worksheet and saving the final workbook.

- Add 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.
- Remove all page breaks in the *Filtered Data* worksheet.
- Select **Landscape orientation** and set appropriate margins so that the data will print on one page.
- Save and close the workbook and submit based on your instructor's directions.