

Case Problem 1

Data File needed for this Case Problem: **Donation.xlsx**

Henderson Pediatric Care Center Kari Essen is a fundraising coordinator for the Pediatric Care Center located in Henderson, West Virginia. Kari is working on a report detailing recent donations to the center and wants you to enter this data into an Excel workbook. Complete the following:

1. Open the **Donation** workbook located in the Excel1 > Case1 folder included with your Data Files. Save the workbook as **Donation List** in the location specified by your instructor.
2. In the Documentation sheet, enter your name in cell B3 and the date in cell B4.
3. Increase the font size of the text in cell A1 to 28 points.
4. Add a new sheet to the end of the workbook, and rename it as **Donor List**.
5. In cell A1 of the Donor List worksheet, enter **Donor List** as the title, and then set the font size to 28 points.
6. In the range A6:H13, enter the donor information shown in Figure 1-44. Enter the ZIP code data as text rather than as numbers.

Figure 1-44

Donation list

Last Name	First Name	Street	City	State	ZIP	Phone	Donation
Robert	Richards	389 Felton Avenue	Miami	FL	33127	(305) 555-5685	\$150
Barbara	Hopkins	612 Landers Street	Caledonia	IL	61011	(815) 555-5865	\$75
Daniel	Vaughn	45 Lyman Street	Statesboro	GA	30461	(912) 555-8564	\$50
Parker	Penner	209 South Street	San Francisco	CA	94118	(415) 555-7298	\$250
Kenneth	More	148 7th Street	Newberry	IN	47449	(812) 555-8001	\$325
Robert	Simmons	780 10th Street	Houston	TX	77035	(713) 555-5266	\$75
Donna	Futrell	834 Kimberly Lane	Ropesville	TX	79358	(806) 555-6186	\$50

7. Set the width of columns A through D to 25 characters. Set the width of column G to 15 characters.
8. In cell A2, enter the text **Total Donors**. In cell A3, enter the text **Total Donations**. In cell A4, enter the text **Average Donation**.
9. In cell B2, enter a formula that counts how many numeric values are in the range H7:H13.
10. In cell B3, enter a formula that calculates the sum of the donations in the range H7:H13.
11. In cell B4, enter a formula that calculates the average donation by dividing the value in cell B3 by the value in cell B2.
12. Add borders around the nonadjacent range A2:B4,A6:H13.
13. Set the page orientation of the Donor List to landscape.
14. Scale the worksheet to print on a single page for both the width and the height. If you are instructed to print the worksheet, print the Donor List sheet.
15. Display the formulas in the Donor List worksheet. If you are instructed to print, print the worksheet.
16. Save and close the workbook.