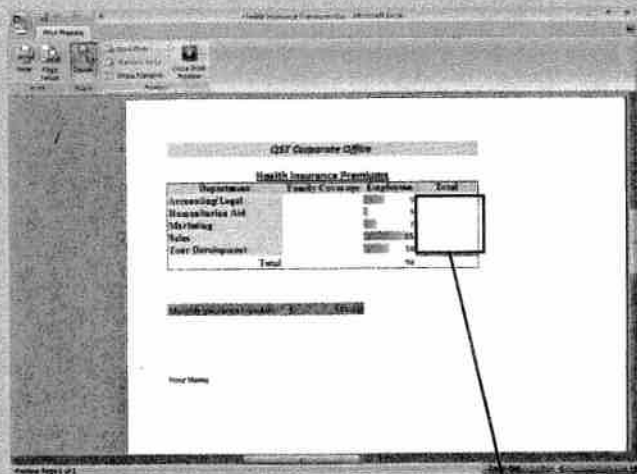


## ▼ SKILLS REVIEW (CONTINUED)

- e. Move the Employee Data sheet so it comes after (to the right of) the Insurance Data sheet.
  - f. Make the Insurance Data sheet active, enter your name in cell A20, then save your work.
9. **Check spelling.**
- a. Move the cell pointer to cell A1.
  - b. Use the Find & Select feature to replace the Accounting label in cell A5 with Accounting/Legal.
  - c. Check the spelling in the worksheet using the spelling checker, and correct any spelling errors.
  - d. Save your changes.
  - e. Preview and print the Insurance Data sheet, compare your work to Figure C-28, then close the workbook and exit Excel.

FIGURE C-28



Your formulas go here

## ▼ INDEPENDENT CHALLENGE 1

You run a freelance accounting business, and one of your newest clients is Lovely Locks, a small beauty salon. Now that you've converted the salon's accounting records to Excel, the manager would like you to work on an analysis of the inventory. Although more items will be added later, the worksheet has enough items for you to begin your modifications.

- a. Start Excel, open the file EX C-3.xlsx from the drive and folder where you store your Data Files, then save it as **Lovely Locks Inventory**.
- b. Create a formula in cell E4 that calculates the value of the on-hand inventory, based on the price paid for the item, in cell B4. Format the cell in the Comma Style.
- c. Use an absolute reference to calculate the sale price of the item in cell F4, using the markup value shown in cell I1.
- d. Copy the formulas created above into the range E5:F14; first convert any necessary cell references to absolute so that the formulas work correctly.
- e. Add the bold attribute to the column headings, and italicize the items in column A.
- f. Make sure all columns are wide enough to display the data and headings.
- g. Format the Sale Price column so it displays the Accounting Number Format with two decimal places.
- h. Change the Price Paid column so it displays the Comma style with two decimal places.
- i. Add a row under #2 Curlers for **Nail files**, price paid **\$0.31**, sold individually (**each**), with **56** on hand.
- j. Verify that all the formulas in the worksheet are correct. Adjust any items as needed, and check the spelling.
- k. Use conditional formatting to call attention to items with a quantity of less than 20 on hand. Use yellow fill with dark yellow text.
- l. Create an icon set for the range D4:D15 using the symbols of your choosing.
- m. Add an outside border around the data in the Item column.
- n. Delete the row containing the Pins item.
- o. Enter your name in an empty cell below the data, then save the file.
- p. Preview and print the worksheet, compare your work to the sample of page 1 shown in Figure C-29, close the workbook, then exit Excel.

FIGURE C-29

Item	Price Paid	Sold by	On Hand	On Hand Value	Sale Price
#2 Curlers	11.00	box	3	33	
Nail files	0.11	each	36		
Hair dryers	4.25	each	71		
Nail polish	3.57	each	65		
Conditioner	2.99	each	29		
Scissors/blow straightener	1.30	each	25		
Clips	2.98	box	11		
#7 Curlers	5.89	each	17		
#1 Curlers	2.10	box	17		
Jumbo comb/brush	10.40	each	11		
#4/2 comb	16.12	each	2		

Your formulas go here

## V INDEPENDENT CHALLENGE 2

You volunteer several hours each week with the Assistance League of South Bend, and are in charge of maintaining the membership list. You're currently planning a mailing campaign to members in certain regions of the city. You also want to create renewal letters for members whose membership expires soon. You decide to format the list to enhance the appearance of the worksheet and make your upcoming tasks easier to plan.

- Start Excel, open the file EX C-4.xlsx from the drive and folder where you store your Data Files, then save it as *South Bend Assistance League.xlsx*.
- Remove any blank columns.
- Create a conditional format in the Zip Code column so that entries greater than 46649 appear in light red fill with dark red text.
- Make all columns wide enough to fit their data and headings.
- Use formatting enhancements, such as fonts, font sizes, and text attributes, to make the worksheet more attractive.
- Center-align the column labels.
- Use conditional formatting so that entries for Year of Membership Expiration that are between 2011 and 2013 appear in a bold, contrasting color.
- Adjust any items as necessary, then check the spelling.
- Change the name of the Sheet 1 tab to one that reflects the sheet's contents, then add a tab color of your choice.
- Enter your name in an empty cell, then save your work.
- Before printing, preview the worksheet, make any final changes you think necessary, then print a copy. Compare your work to the sample shown in Figure C-30.
- Close the workbook, then exit Excel.

FIGURE C-30

Member	Zip Code	Number of Employees	Year of Membership Expiration	Year 2010
Candy's Candy Shop	46656	3	2014	3
Chip Technology	46651	175	2015	3
Computer Attic	46663	4	2012	2
Deluxe Auto Shop	46645	7	2011	1
Dental Associates	46687	15	2012	5
Dr. Mary Terese	46663	5	2015	2
Dunkin' Donuts	46678	7	2012	4
Earl's Restaurant	46635	45	2013	3
First Federal Bank	46607	36	2015	3
Friendly Chevy	46626	17	2017	3
From Office	46611	25	2016	5
General Hospital	46625	480	2014	4
Grande Table	46646	25	2013	4
Holiday Inn	46621	75	2012	4
Ken's Floral Shop	46641	10	2011	2
Lisa's Photo Studio	46602	5	2014	4
Meineke Muffler	46656	24	2013	1
Midias Muffler	46621	22	2017	3
Mill Shoppe	46605	185	2014	2
Mobile One	46671	11	2018	3
Red Roof Inn	46610	70	2016	2

## INDEPENDENT CHALLENGE 3

Fine Line Writing Instruments is a Chicago-based company that manufactures high-quality pens and markers. As the finance manager, one of your responsibilities is to analyze the monthly reports from your five district sales offices. Your boss, Joanne Bennington, has just asked you to prepare a quarterly sales report for an upcoming meeting. Because several top executives will be attending this meeting, Joanne reminds you that the report must look professional. In particular, she asks you to emphasize the company's surge in profits during the last month and to highlight the fact that the Northeastern district continues to outpace the other districts.

- a. Plan a worksheet that shows the company's sales during the first quarter. Assume that all pens are the same price. Make sure you plan to include:
  - The number of pens sold (units sold) and the associated revenues (total sales) for each of the five district sales offices. The five sales districts are: Northeastern, Midwestern, Southeastern, Southern, and Western.
  - Calculations that show month-by-month totals for January, February, and March, and a three-month cumulative total.
  - Calculations that show each district's share of sales (percent of Total Sales).
  - Labels that reflect the month-by-month data as well as the cumulative data.
  - Formatting enhancements and data bars that emphasize the recent month's sales surge and the Northeastern district's sales leadership.
- b. Ask yourself the following questions about the organization and formatting of the worksheet: What worksheet title and labels do you need, and where should they appear? How can you calculate the totals? What formulas can you copy to save time and keystrokes? Do any of these formulas need to use an absolute reference? How do you show dollar amounts? What information should be shown in bold? Do you need to use more than one font? Should you use more than one point size?
- c. Start Excel, then save a new, blank workbook as **Fine Line Writing Instruments** to the drive and folder where you store your Data Files.
- d. Build the worksheet with your own price and sales data. Enter the titles and labels first, then enter the numbers and formulas. You can use the information in Table C-4 to get started.
- e. Adjust the column widths as necessary.
- f. Change the height of row 1 to 33 points.
- g. Format labels and values, and change the attributes and alignment if necessary.
- h. Resize columns and adjust the formatting as necessary.
- i. Add data bars for the monthly Units Sold columns.
- j. Add a column that calculates a 25% increase in sales dollars. Use an absolute cell reference in this calculation. (*Hint: Make sure the current formatting is applied to the new information.*)

TABLE C-4

Fine Line Writing Instruments									
1st Quarter Sales Report									
Office	Price	January		February		March		Total	
		Units Sold	Sales	Units Sold	Sales	Units Sold	Sales	Units Sold	Sales
Northeastern									
Midwestern									
Southeastern									
Southern									
Western									

## INDEPENDENT CHALLENGE 3 (CONTINUED)

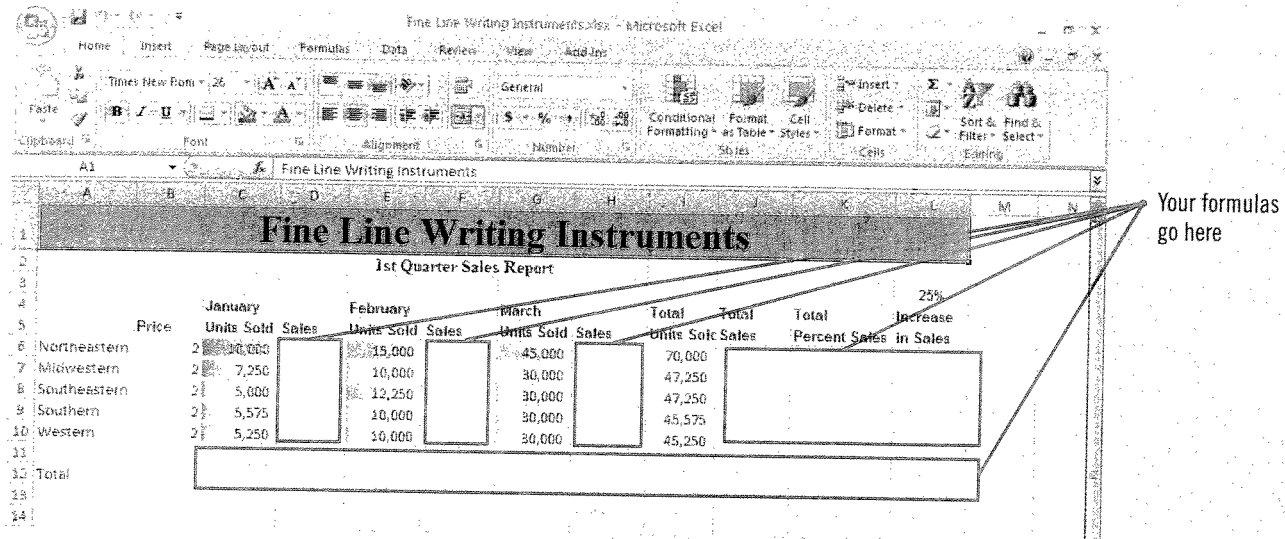
### Advanced Challenge Exercise



- Use the Format as Table feature to add a table style of your choice to the data.
- Insert a clip art image related to pens in an appropriate location, adjusting its size and position as necessary.
- Save your work.

- l. Enter your name in an empty cell.
- m. Check the spelling in the workbook, then save your work.
- n. Preview, compare your work to Figure C-31, then print the worksheet in landscape orientation.
- o. Close the workbook file, then exit Excel.

FIGURE C-31



## REAL-LIFE INDEPENDENT CHALLENGE

**Note:** This project requires an Internet connection.

You are saving up to take an international trip you have always dreamed about. You plan to visit seven different countries over the course of two months, and budgeting an identical spending allowance in each country. To help work toward your goal, you want to create a worksheet that calculates the amount of native currency you will have in each country. You want the workbook to reflect the currency information for each country.

- a. Start Excel, then save a new, blank workbook as *World Tour Budget* to the drive and folder where you store your Data Files.
- b. Think of seven countries you would like to visit, then enter column and row labels for your worksheet. (*Hint:* You may wish to include row labels for each country, plus column labels for the country, the \$1 equivalent in native currency, the total amount of native currency you'll have in each country, and the name of each country's monetary unit.)
- c. Decide how much money you want to bring to each country (for example, \$1000), and enter that in the worksheet.
- d. Use your favorite search engine to find your own information sources on currency conversions for the countries you plan to visit.
- e. Enter the cash equivalent to \$1 in U.S. dollars for each country in your list. Also include the name of the currency used in each country.
- f. Create an equation that calculates the amount of native currency you will have in each country, using an absolute cell reference in the formula.