

You are an accounting assistant for Downtown Theater in San Diego. The theater hosts touring Broadway plays and musicals five days a week, including matinee and evening performances on Saturday. You want to analyze weekly and monthly ticket sales by seating type.

Data Validation

You notice a few occurrences where it appears more tickets were sold than available seats. Therefore, you decide to set a validation rule for Week 1.

- Open *e08c1theater10*, and then save it as **e08c1theater10_LastnameFirstname**.
- Select the number of daily Orchestra Front tickets sold for Week 1 in the **range C3:G3**.
- Create a validation rule to accept only legitimate input (i.e., whole numbers between 0 and 86). The input message should display the ticket type in the title bar, and the input message should instruct the user to **Enter the number of tickets sold per day**. Use a **Stop icon** for invalid data, with a title and specific instructions on what to do to correct invalid data entry.
- Create respective validation rules for the number of tickets sold for the remaining ticket types.
- Circle invalid data entry. Change each invalid entry to the maximum number of applicable seats. Save the workbook.

Group Worksheets and Enter Formulas

You need to calculate the daily revenue by seating type (such as Orchestra Front), the weekly seating totals, and the total daily revenue in the weekly worksheets.

- Group the four weekly worksheets.
- Enter a formula to calculate Sunday's Orchestra Front revenue, which is based on the number of seats sold and the price per seat. Use relative and mixed cell references correctly.
- Copy the formula for the Sunday column and the other weekdays. If you constructed the formula correctly, you should not have to edit the copied formulas.
- Insert formulas to calculate the weekly seating totals and the total daily revenue. Include the grand total for the week. Save the workbook.

Format Grouped Worksheets

You want to indent the word *Totals*, format the monetary values in the revenue area, and then insert underlines for readability. You also realize the October worksheet needs similar formatting for the descriptions for each section.

- Indent and bold the word *Totals* in **cells A11 and A23** on the grouped worksheets.
- Apply **Accounting Number Format** with zero decimal places to the Orchestra Front revenue and the total revenue row.
- Apply **Comma Style** with zero decimal places to the remaining seating revenue rows.
- Apply a regular underline to the Balcony Level 2 revenue, and apply a **Double Accounting Underline** for the total revenue values on the last row.
- Use **Format Painter** to copy the formats from **cells A2:H2 to cells A14:H14**.
- Ungroup the worksheets. Look at the October worksheet to see that the titles above the column headings lack formatting. Fill the formats of **cells C1 and C13** from the Week 4 worksheet to the October worksheet *without* copying the content. Save the workbook.

Create Hyperlinks

Because several accountants will review the workbook, you want to add hyperlinks from the documentation worksheet to the other worksheets.

- Go to the Documentation worksheet, enter your name and the current date in the respective cells, and create a hyperlink from the Week 1 label to the Week 1 worksheet.
- Create the hyperlinks from the Documentation worksheet to the other worksheets.
- Go to the Week 1 worksheet. Create a hyperlink in **cell A1** back to the Documentation worksheet. Group the weekly and October worksheets, and then use the **Fill Across Worksheets command** to copy the link and formatting for the other weekly and summary worksheets.
- Test all hyperlinks and make any necessary corrections. Save the workbook.

Create 3-D Formulas

You need to consolidate data from the weekly worksheets to the October worksheet to see the percentage of total daily sales and the total revenue by day/seat type.

- Insert a 3-D formula that calculates the total Sunday Orchestra Front revenue for all four weeks in **cell C15** in the October worksheet. Copy the formula for the remaining seating types, weekdays, total row, and total column.
- Use the Week 4 worksheet to fill the revenue number formatting to the October revenue.