

- a. Open *e04p1Colors* in Word. Do the following to copy the Word table data into Excel and prepare the data to be used as a lookup table:
  - Click the **table icon** in the top-left corner of the table and click **Copy** in the Clipboard group.
  - Start a new Excel workbook, click the **Paste arrow** in the Clipboard group in Excel, and then select **Match Destination Formatting (M)**.
  - Bold and horizontally center the labels on the first row. Center the data in the first, third, and fourth columns. Widen the second and third columns to fit the data.
  - Select the **range A2:D31**, click in the **Name Box**, type **colors**, and then press **Enter** to assign a name to the selected range.
  - Click **cell A2**, click **Sort & Filter** in the Editing group, and then select **Sort Smallest to Largest**. Remember that you must sort the first column in ascending order to use the table for an exact match for a VLOOKUP function.
  - Save the Excel workbook as **e04p1Collection\_LastFirst**. Close the Word document.
- b. Open *e04p1Items* in Word. Select and copy the table, display the Excel workbook, add a new sheet, make sure **cell A1** is the active cell in the new sheet, and then paste the table in the same way you did in step a. Widen column E. Rename *Sheet2* **Items**. Close the Word document.
- c. Click **cell A2** in the *Items* sheet, click the **VIEW tab**, click **Freeze Panes** in the Window group, and then select **Freeze Top Row**.



- d. Press **Ctrl+End** to go to the last data cell. The first row is frozen so that the column labels remain onscreen. Press **Ctrl+Home** to go back to cell A2.
- e. Click the **INSERT** tab, click **Table** in the Tables group, and then click **OK** in the Create Table dialog box.
- f. Click **Quick Styles** in the Table Styles group and click **Table Style Medium 5**.
- g. Click the **DATA** tab, click **Remove Duplicates** in the Data Tools group, and then click **OK** in the Remove Duplicates dialog box. Click **OK** in the message box that informs you that *12 duplicate values were found and removed; 356 unique values remain*.
- h. Click cell B2, click the **HOME** tab, click the **Insert arrow** in the Cells group, and then select **Insert Table Columns to the Left**. Then insert two more columns to the left. Do the following to insert functions and customize the results in the three new table columns:
  - Type **Year Introduced** in cell B1, **Year Retired** in cell C1, and **Color** in cell D1.
  - Click cell B2, type **=VLOOKUP([Color Number],colors,3,False)**, and then press **Enter**. Excel copies the function down the Year Introduced column. This function looks up each item's color number using the structured reference [Color Number], looks up that value in the colors table, and then returns the year that color was introduced, which is in the third column of that table.
  - Click cell B2, click **Copy**, click cell C2, and then click **Paste**. Change the 3 to 4 in the col\_index\_num argument of the pasted function. Excel copies the function down the Year Retired column. This function looks up each item's color number using the structured reference [Color Number], looks up that value in the colors table, and then returns the year that color was retired, if applicable, which is in the fourth column of that table. The function returns 0 if the retired cell in the lookup table is blank.
  - Click the **FILE** tab, click **Options**, click **Advanced**, scroll down to the *Display options for this worksheet* section, click the **Show a zero in cells that have zero value check box** to deselect it, and then click **OK**. The zeros disappear. (This option hides zeros in the active worksheet. While this is not desirable if you need to show legitimate zeros, this worksheet is designed to avoid that issue.)
  - Click cell C2, click **Copy**, click cell D2, and then click **Paste**. Change the 4 to 2 in the col\_index\_num argument of the pasted function. Excel copies the function down the Color column. This function looks up each item's color number using the structured reference [Color Number] to look up that value in the colors table and returns the color name, which is in the second column of that table.
- i. Apply wrap text, horizontal centering, and **30.75 row height** to the column labels row. Adjust column widths. Center data horizontally in the Color Number, Year Introduced, Year Retired, and Item Number columns. Apply **Comma Style** to the Replacement Values. Deselect the data.
- j. Click **Sort & Filter** in the Editing group and select **Custom Sort** to display the Sort dialog box. Do the following in the Sort dialog box:
  - Click the **Sort by arrow** and select **Color**.
  - Click **Add Level**, click the **Then by arrow**, and then select **Replacement Value**.
  - Click the **Order arrow** and select **Largest to Smallest**. Click **OK**.
- k. Right-click the **Items sheet tab**, select **Move or Copy**, click **(move to end)**, click the **Create a copy check box**, and then click **OK**. Rename the copied sheet **Retired**.
- l. Make sure the active sheet is **Retired**. Insert a table column between the Year Retired and Color columns.
  - Type **Status** in cell D1 as the column label.
  - Click cell D2, type **=IF([Year Retired]=0, "Current", "Retired")**, and then press **Enter**. This function determines that if the cell contains a 0 (which is hidden), it will display the word **Current**. Otherwise, it will display **Retired**.
- m. Click the **Status filter arrow**, deselect the **Current check box**, and then click **OK** to filter out the current colors and display only retired colors.
- n. Click the **DESIGN** tab and click **Total Row** in the Table Style Options group. Press **Ctrl+End** to go to the total row, click the **Source total cell** (which contains a count of visible items), click the

- o. Prepare the Retired worksheet for printing by doing the following:

  - Set **0.2"** left and right page margins.
  - Select the **range E1:I358**, click the **PAGE LAYOUT tab**, click **Print Area** in the Page Setup group, and then select **Set Print Area**.
  - Click **Print Titles** in the Page Setup group, click the **Rows to repeat at top Collapse Dialog box button**, click the **row 1 header**, and then click the **Collapse Dialog box button**. Click **OK**.
  - Click the **VIEW tab** and click **Page Break Preview** in the Workbook Views group. Decrease the top margin to avoid having only one or two records print on the last page.
- p. Create 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 each worksheet.
- q. Save and close the workbook and submit based on your instructor's directions.

The Midwest Regional Dentist Association is planning its annual meeting in Lincoln, Nebraska, this spring. Several members donated items for door prizes at the closing general session. You will organize the list of donations and format it to highlight particular data for your supervisor, who is on the conference board of directors. This exercise follows the same set of skills as used in Hands-On Exercises 2–5 in the chapter. Refer to Figure 4.51 as you complete this exercise.

[illegible]