

- c. Center the column headings in row 3.
 - d. Format the values in C5:C12 and C14:C16 using the comma format.
 - e. Change the document properties as specified by your instructor. Save the workbook using the file name, ACI 2-1 Janeese Crystals Corrected. Submit the revised workbook as specified by your instructor.
3.  What else could you do to improve the worksheet?

In the Labs

Design and/or create a workbook using the guidelines, concepts, and skills presented in this chapter. Labs 1 and 2, which increase in difficulty, require you to create solutions based on what you learned in the chapter; Lab 3 requires you to create a solution, which uses cloud and web technologies, by learning and investigating on your own from general guidance.

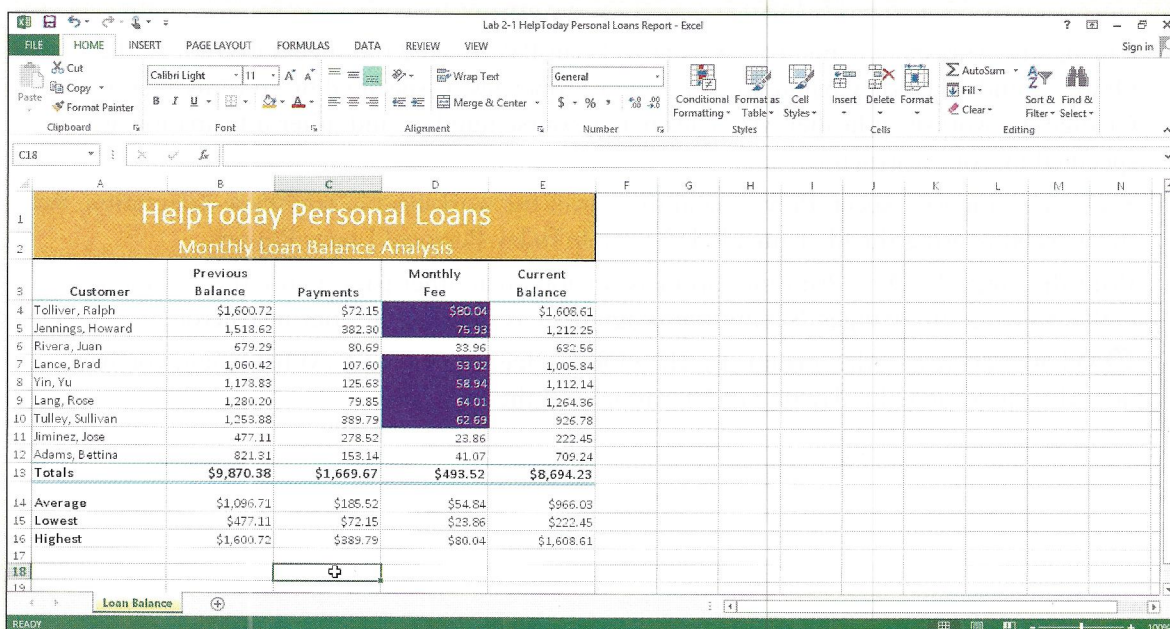
Lab 1: Loan Balance Worksheet

Problem: You are a part-time assistant in the accounting department at HelpToday Personal Loans, a Cincinnati-based personal loan company supplying small loans to individuals. You have been asked to use Excel to generate a report that summarizes the existing loan balances (Figure 2-73). The customer data in Table 2-6 is available for test purposes.

Instructions: Create a worksheet similar to the one shown in Figure 2-73. Include the three columns of customer data in Table 2-6 in the report, plus two additional columns to compute a monthly fee and a current balance for each customer. Assume no negative unpaid monthly balances.

Table 2-6 HelpToday Personal Loans Data

Customer	Previous Balance	Payments
Tolliver, Ralph	1,600.72	72.15
Jennings, Howard	1,518.62	382.30
Rivera, Juan	679.29	80.69
Lance, Brad	1,060.42	107.60
Yin, Yu	1,178.83	125.63
Lang, Rose	1,280.20	79.85
Tulley, Sullivan	1,253.88	389.79
Jimenez, Jose	477.11	278.52
Adams, Bettina	821.31	153.14



HelpToday Personal Loans				
Monthly Loan Balance Analysis				
Customer	Previous Balance	Payments	Monthly Fee	Current Balance
Tolliver, Ralph	\$1,600.72	\$72.15	\$80.04	\$1,608.61
Jennings, Howard	1,518.62	382.30	75.93	1,212.25
Rivera, Juan	679.29	80.69	33.96	632.56
Lance, Brad	1,060.42	107.60	53.02	1,005.84
Yin, Yu	1,178.83	125.63	58.94	1,112.14
Lang, Rose	1,280.20	79.85	64.01	1,264.36
Tulley, Sullivan	1,253.88	389.79	62.69	926.78
Jimenez, Jose	477.11	278.52	23.86	222.45
Adams, Bettina	821.31	153.14	41.07	709.24
Totals	\$9,870.38	\$1,669.67	\$493.52	\$8,694.23
Average	\$1,096.71	\$186.52	\$54.84	\$966.03
Lowest	\$477.11	\$72.15	\$23.86	\$222.45
Highest	\$1,600.72	\$389.79	\$80.04	\$1,608.61

Figure 2-73

Continued >