

## Comp 156 Excel Lab Assignment 2

### Workbook #2

#### Note

When you are done, your spreadsheet should work the same as the protected worksheet

***Sales\_Ken\_Anderson.xlsx***.

**Purpose:** To show that you can create formulae, use functions, format cells, and create pie and line charts.

#### Instructions

1. Open the file ***e11G\_Sales.xlsx***
2. Save the file in your M: drive Lab 09 as **Sales\_firstname\_Lastname** ( using your name)
3. Rename sheet 1 to **Sales Data**.
4. Change the spreadsheet using the following information.

#### Spreadsheet Completion Information

- a. Cell C16 always shows the current date.
- b. Commissions are 15% of sales.
- c. Sales people receive a bonus of \$750 only if their sales exceed \$20,000.
- d. The range F16:F58 is formatted with the light blue Data Bar.
- e. The table in range A15:F58 uses table style **Medium 7** and includes a total row.
- f. The first 15 rows of the sheet, and the first column, are frozen.
- g. Row 15 prints on every page.
- h. Your spreadsheet must include the following functions.
  - i. AVERAGE
  - ii. AVERAGEIF
  - iii. COUNTIF
  - iv. IF
  - v. MAX
  - vi. MIN
  - vii. NOW
  - viii. SUM

ix. SUMIF

5. Protect your Sales Data sheet by doing the following.
  - a. Select all cells (**Ctrl + A**)
  - b. Right-click, and select **Format Cells...** from the pop-up menu
  - c. In the Custom Lists dialogue, select the **Protection** tab
  - d. Ensure all cells are locked, and then press **OK**.
  - e. On the menu bar, select the **Review** tab, and then press **Protect Sheet**.
  - f. In the **Protect Sheet** dialogue, ensure all options are unselected except **Sort** and **Use AutoFilter**.
6. For this assignment, do NOT protect your spreadsheet with a password, but feel free to investigate that option on your own.
7. Save and close your file.

### Workbook #3

When you are done this assignment, your spreadsheet should work like Summary\_Ken\_Anderson.xlsx, except that yours won't be protected.

**Purpose:** To show that you can create a summary spreadsheet that shows results gathered from other sheets in the same workbook.

1. Create a new workbook, and save it on your M: drive Lab 10 as **Summary\_firstname\_lastname.xlsx**.
2. Rename **Sheet 1** to **BC**, **Sheet 2** to **Kelowna**, and **Sheet 3** to **Victoria**.
3. Open the Word document **Excel Lab 9 Workbook 3 Data.docx**.
4. Copy the table labelled **Kelowna** to cell **A1** on the **Kelowna** sheet of the new workbook.
5. Copy the table labelled **Victoria** to cell **A1** on the **Victoria** sheet of the new workbook.
6. All values on the **BC** sheet are sums of the same cells on the **Kelowna** and **Victoria** sheets.
7. Change the font colour for the **Calculation** style from orange to another colour as follows.
  - a. Select the **Home** tab, and then right-click the **Calculation** style button in the Styles group.
  - b. Select **Modify...** from the pop-up menu.
  - c. In the Style dialogue, press the **Format...** button.
  - d. In the Custom Lists dialogue, select the **Font** tab.
  - e. Change the Color from orange to another colour.
8. Apply the **Calculation** style to the cells that contain formulae on the Victoria sheet.
9. Save your file and close Excel.

### Submit the assignment by email.

1. The subject line is **Lab 9 Section Number First name Last name**
2. In the email message list at least 5 things you learned in Excel doing this assignment.
3. If there is anything covered that you believe needs additional explanation, please specify with at least one item as a second list.
4. Attach the **Sales\_firstname\_Lastname.xlsx** and **Summary\_firstname\_lastname.xlsx** files.