**MICROSOFT EXCEL 2019 –PREP WORKSHEET**

***Instructions*:** You must complete the project yourself and then teach it to another individual in the class in order to check the completed column.

***Grading*: Each project is worth 25 points.**

| **PROJECT #/TASK #** | **FILE NAME** | **INSTRUCTIONS** | **COMPLETED**  **DATE** | **PERSON INSTRUCTED** |  |
| --- | --- | --- | --- | --- | --- |
| Project 1 – Task 1 | Project 1 Members | Navigate to the range “Total” and delete contents of selected cell |  |  |  |
| Project 1 – Task 2 | Cell H6:H20 format numbers to no decimal places |  |  |  |
| Project 1 – Task 3 | Remove the table row containing the patreon “Abraham Sherker.” Do not change any content outside of the table. |  |  |  |
| Project 1 – Task 4 | In cell M5 calculate average income from the total column |  |  |  |
| Project 1 – Task 5 | In the Email column, use a function to create an email list by joining the last name of every patreon with the address “@patreon.com” |  |  |  |
| Project 1 – Task 6 | Remove table functionality from the table |  |  |  |
| Project 1 – Task 7 | Use an Excel function that allows Row 5 and the title to remain visible as you scroll vertically |  |  |  |
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| Project 2 – Task 1 | Project 2 Customers | On the “Orders” worksheet, extend formula in cell G2 to end of table column |  |  |  |
| Project 2 – Task 2 | Remove all conditional formatting from the “Order Amount Totals” worksheet |  |  |  |
| Project 2 – Task 3 | On the “Orders” worksheet, format the table so that every other row is shaded. Use a technique that auto updates formatting if you insert a new row. |  |  |  |
| Project 2 – Task 4 | On the “Orders” worksheet, sort table to order records by “Delivered to” with orders in Toronto coming first and orders from Ottawa coming second. Then sort orders alphabetically (from A to Z) by the “customer type” field. |  |  |  |
| Project 2 – Task 5 | On the “Order Amounts Total” worksheet, enter formula in J2 with the function to return the “Net Amount” value of the individual order that is the highest value in the column. |  |  |  |
| Project 2 – Task 6 | On the “Orders” worksheet, use the Excel data tool to remove all duplicate Inv# values |  |  |  |
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| Project 3 – Task 1 | Project 3 – Auto Gallery | Configure the “Profit Analysis” worksheet so only cells A1:H21 will be printed |  |  |  |
| Project 3 – Task 2 | Filter data in the Quarterly Profit Analysis table so that only the product codes that start with “FA” are displayed |  |  |  |
| Project 3 – Task 3 | In the “Best Seller” column use a function to display the word “Yes” if the value of the product in the “Average” column is greater than 10. Display word “No” if it is not greater than 10. |  |  |  |
| Project 3 – Task 4 | Calculate the selling price in cell E14 by adding unit price to markup. Copy the formula down to complete the column |  |  |  |
| Project 3 – Task 5 | Create clustered column chart that shows description of product and units sold in the months of Quarter 1 (Jan-March). Use product description as horizontal axis label. Place chart to right of table. |  |  |  |
| Project 3 – Task 6 | Add alt description “Units Sold in Quarter 1” to chart |  |  |  |
| Project 3 – Task 7 | In cells I5:I7 insert column sparklines to represent the units sold from January to March. |  |  |  |
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| Project 4 – Task 1 | Project 4 – July Sales | Left align the text in cell A1 |  |  |  |
| Project 4 – Task 2 | In the “Code” column use a function to display the first 2 characters of the “Business Type” from column D |  |  |  |
| Project 4 – Task 3 | In the “Amount” column, use conditional formatting to apply the 3 traffic lights to the format values |  |  |  |
| Project 4 – Task 4 | Apply “Olive Green, Table Style Medium” to the table |  |  |  |
| Project 4 – Task 5 | Apply Monochromatic Palette 3 to chart |  |  |  |
| Project 4 – Task 6 | On chart, display a data table without legend keys |  |  |  |
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| Project 5 – Task 1 | Project 5 – Harry Potter | On the “Items” worksheet, beginning in A1, import data from the file “harrypotter” Use 1st row of data source as headers. |  |  |  |
| Project 5 – Task 2 | On the “Items” worksheet, adjust column width of column A to exactly 27 Column Width |  |  |  |
| Project 5 – Task 3 | On the “Sales” worksheet, Move the pie chart to its own chart sheet named “Quarterly Sales” |  |  |  |
| Project 5 – Task 4 | On the “Merch” worksheet, modify the chart so that the “dollar amount” is the primary vertical axis title |  |  |  |
| Project 5 – Task 5 | On the “Merch” worksheet, remove the legend from the chart and display values as data labels above the columns |  |  |  |
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| Project 6 – Task 1 | Project 6 – Morning Bean | Copy formatting of title and subtitle on “Documentation” worksheet to title and subtitle of the “Menu Items” worksheet |  |  |  |
| Project 6 – Task 2 | Name the table on the “Menu Items” worksheet as “Units Sold” |  |  |  |
| Project 6 – Task 3 | On the “Menu Items’ worksheet in cell 48, enter a formula that sums values in the ranges “Specialty Total, Smoothies Total, Sandwiches Total, and Soups Total.” Use these range names in the formula instead of cell references. |  |  |  |
| Project 6 – Task 4 | In cell K48 on the “Menu Items” worksheet, use a function to calculate how many missing entries there are for September |  |  |  |
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| Project 7 – Task 1 | Projects 1-6a | Make a table out of the range A15:K20. Change the table style to Table Style Medium 15. |  |  |  |
| Project 7 – Task 2 | Insert a new column in the table between the last name and DOB. Give it the heading “Full Name,” and use a formula to combine the first and last name with a space in-between. File the entire column with the formula. |  |  |  |
| Project 7 – Task 3 | Change the format of range G16:L20 to have zero decimal places. |  |  |  |
| Project 7 – Task 4 | Use Flash Fill to fill the employee number by combining the employee’s last name and the last 4 number of their Social in Column F, |  |  |  |
| Project 7 – Task 5 | Use a formula in the total hour’s column to calculate the total number of hours worked by each employee. |  |  |  |
| Project 7 – Task 6 | Merge across cells A12:K12. Do the same for ranges A13:K13 and A14:K14. Apply the Title style to A12, and the explanatory text to A13 and A14. |  |  |  |
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| Project 8 – Task 1 | Project 1-6a | Make it so that every other row in the table is shaded and the formatting continues if rows are added or removed. |  |  |  |
| Project 8 – Task 2 | Use a function to calculate the total rain each day in the table. Fill the entire column. |  |  |  |
| Project 8 – Task 3 | Using an Excel table feature, create a total row that calculates the total rain in the “Total” column. |  |  |  |
| Project 8 – Task 4 | In cell R14, use an Excel function to calculate the average rainfall for the month. |  |  |  |
| Project 8 – Task 5 | In cell R17, use an Excel function to calculate the most rainfall recorded for the month. |  |  |  |
| Project 8 – Task 6 | Remove the table functionality from the table. |  |  |  |
| Project 8 – Task 7 | Remove the worksheet from view. |  |  |  |
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| Project 9 – Task 1 | Projects 1-6a | Import the text file named Plants.txt as tab delimited and place the file in A23. |  |  |  |
| Project 9 – Task 2 | Apply the Table Style Light 21 style to the data imported in Task 1. |  |  |  |
| Project 9 – Task 3 | Replace all uses of the word **None** on this worksheet with the number 0. |  |  |  |
| Project 9 – Task 4 | Make the text in the header of the table “The Planets of Our Solar System” drop down to fit in the cell. |  |  |  |
| Project 9 – Task 5 | Make the “Gravity” row not visible. |  |  |  |
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| Project 10 – Task 1 | Projects 1-6a | Change the width of columns B:F to 16. |  |  |  |
| Project 10 – Task 2 | In the “Product Number” column use a function to display 3 characters from the right of the “Product” column and apply the function to remaining products. |  |  |  |
| Project 10 – Task 3 | Add the currency formatting to the “Price” column only displaying 2 decimal places. |  |  |  |
| Project 10 – Task 4 | The company offers a discounted rate if the customer buys the product in bulk. In the “Discount” column create a formula that displays the discounted price for each product unit if the discounted rate is 40% off the original price. |  |  |  |
| Project 10 – Task 5 | In the “Quantity on Hand” column apply an automatic formatting method that fills the cells that are above the average quantity on hand with a light red fill. |  |  |  |
| Project 10 – Task 6 | Add a footer to the document that has your name on the left, the current date in the center, and the page number on the right. |  |  |  |
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| Project 11 – Task 1 | Projects 1-6a | In the “First Name” column use a formula that capitalizes the names found in the “Name” column |  |  |  |
| Project 11 – Task 2 | Make it so that the “Name” column is not visible |  |  |  |
| Project 11 – Task 3 | In the “Full Name” column, use a formula that will put together the names found in the “First Name” and “Last Name” columns with a space in-between. |  |  |  |
| Project 11 – Task 4 | In the “Gross Pay” column, calculate the gross pay for each employee. |  |  |  |
| Project 11 – Task 5 | In the “Over 35 Hours” column use a function that displays “Yes” if the employee worked more than 35 hours and “No” if the employee worked less than 35 hours |  |  |  |
| Project 11 – Task 6 | Insert a 3-D Clustered Column chart that displays the hourly rate for each employee and has the employee’s full name on the horizontal axis. Remove the chart title and name the chart “Employee Wages.” |  |  |  |
| Project 11 – Task 7 | Move the chart to its own worksheet called “Employee Wages” without using the create a new worksheet button. |  |  |  |
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| Project 12 – Task 1 | Projects 1-6a | Create a formula that calculates the balances due in the “Balance” column. |  |  |  |
| Project 12 – Task 2 | Set the print area to the table. |  |  |  |
| Project 12 – Task 3 | Have the header of the data print on every page when printed. |  |  |  |
| Project 12 – Task 4 | Change the page layout of the worksheet to landscape and change the margins to have a 1” margin on top/bottom and .5” for the left/right margin. |  |  |  |
| Project 12 – Task 5 | Change the tab color of the worksheet to red. |  |  |  |