

Microsoft Office Excel 2007

Case | ExerComp

ExtrComp introduced another heart rate monitor, the X410, two years ago. Tom wants you to format a workbook that compares the sales of the X310 and X410 models during that time. The workbook has a documentation sheet, a Model comparison sheet comparing the total unit sold for each model in the eight sales regions, and a Monthly Sales sheet reporting the number of units sold per month.

In the Model comparison sheet, Tom wants you to highlight the sales regions that showed the greatest sales increases from 2008 to 2009.

Complete the following:

1. Open the **X410** workbook located in the **SeaJte dririve\Excel 2007** folder.
2. Save this workbook into your personal drive and name it **X410 Sales Comparison**.
3. In Documentation sheet, enter you name in cell **B4** and the current date in cell **B5** in the format *mm/dd/yyyy*.
4. In the Documentation sheet, set the font color of cells A1 and A2 to blue.
5. Format the text in cell **A1** in 26-points, and change the font color of the text “**Comp**” to **red**.
Hint: To change the font color of the “**Comp**”, select the word “**Comp**” only and select Red from the font color option.
6. In the range **A4:A6** set the font color to **white** and set the fill color to **blue**.
7. In the range **A4:B6**, add outside border lines around all of the cells.
8. In the Documentation sheet, insert a background image, using the **Paper.Jpg** image file located in the **SeaJte dririve\Excel 2007** folder.
9. **Hint:** Go to **Page Layout** tab → **Background** → once the sheet background dialog box opened; find the picture from the **SeaJte dririve\Excel 2007** folder.
10. Use the format painter to copy the format from the range **A1:A2** in documentation sheet to the range **A1:A2** in the other two sheets.
11. In cell **A1**, change the font color of the text “**Comp**” to red for both **Model Comparison** and **Monthly sales** worksheet.
12. In the Model Comparison sheet, merge and center the range **A6:A15**, center the text vertically, and then rotate the text to a vertically and then rotate the text to a vertical orientation.
Hint: In the alignment group of the Home tab, click the Orientation button, and then click Vertical Text.
13. Center the text in the range **C6:F6**.
14. Select the range **B7:B14** → increase the indent one character.
Hint: Increase indent is located under **Home** tab → **alignment group**.
15. In the range **C7:E15**, format the numbers in a number format using a thousand separator, no decimal places, and negative numbers displayed with a minus symbol.
16. In range **F7:F15**, format the numbers in a percentage format with two decimal places.

17. Apply the **Accent 1** cell style to the range **B6:F6**.
18. Apply the *Accent 1* cell style to the merged cell **A6**, and then increase that cell's font size to **18** points and **bold**.
19. Apply the **Total** cell style to the range **B15:F15**.
Hint: After you selected the above range, go to *Home* tab → *Cell styles* → and select the *Total* style.
20. In the range **E7:E14**, apply a conditional format that adds a Top/Bottom Rule to display the highest number in the range in green fill with dark green Text.
Hint: After you selected the above range, go to *Home* tab → *conditional formatting* → *Top ten rules* → *Top ten items*. Once the dialog box opened, change the number in the box to **1** instead of **10** → select "*green fill with dark green Text*" from the drop down arrow.
21. In the range **F7:F14**, apply a conditional format that adds a Top/Bottom rules to display the highest number in the range in **Light Red fill with dark Red Text**.
Hint: You may use the hint for step # 20.
22. Use the format painter to copy all of the formats from the range **A6:F15** to the range **A17:F26**.
Hint: Select the range **A6:F15** → click on the *format painter* located under **home** tab → and then, select the range **A17:F26** to apply the format.
23. In cell **D3**, type **highest**, and then apply a conditional format to cell **D3** that adds a highlight cell Rule to format the cell that contains the text "highest" with Green fill with Dark Green Text.
Hint: Click on **D3** → *conditional formatting* → *Highlight cell rules* → *Text that contains....* Once the dialog box opened type "**highest**" on the left-hand side box. Then, select "*green fill with dark green Text*" from the drop down arrow.
24. In cell **D4**, type **highest**, and then apply a conditional format to cell **D3** that adds a Highlight cells rule to format the cell that contains the text "highest" with Light red fill with Dark Red text.
Hint: You may use the hint for step # 24.
25. In cell **E3**, type **Highest increase in Unit sold**.
26. In cell **E4**, type **Highest % increase in Units sold**.
27. In the monthly sales sheet, merge and center the range **A4:D4**.
28. Merge and center the range **F4:I4**.
29. Apply the **Heading 1** cell style to both merged cells, **A4:D4** and **F4:I4**.
30. Select the range **B5:D5** center the text.
31. Repeat the above step to range **G5:I5**.
32. In range **B6:D18** format the numbers to show a thousand separator (,) with no decimal places to the right of the decimal point.
33. Repeat the above step to the range **G6:I18**.
34. Select the range **A5:D18**, and then apply *Table style Light 8*
Hint: After selecting the above range, go to **Home** tab → **Format as table** → and select the *Table style Light 8* from the list.
35. Turn off the filter arrows by going to **Data** tab and click on **Filter** icon.

36. Switch to **Design tab** and apply a check mark on only the **header row, first column, and last column** table style options.
37. In the range **A18:D18**, apply the **Total cell style**.
Select the range **A5:D18** → Click on **Format painter** located under **home tab** → and then select the range **F5:I18** to apply the format.
38. In the range **D6:D17**, add green data bars.
Hint: After selecting the range **D6:D17**, go to home tab → *conditional formatting* → *Data bars* → then select the *green data bar*.
39. In the range **I6:I17**, add Red data bars.
Hint: You may use the hint for step # 38.
40. For the **model comparison** and **Monthly Sales worksheet**, set the page orientations to **landscape**.
41. Under **View tab**, change the current view to **Page Layout view** and add a header as follows:
 - a. Type your full name in the center section of the **header**,
 - b. Insert the sheet name in the left section of the **footer**,
 - c. Insert the workbook file name in the center section of the **footer**.
 - d. Finally, insert the current date in the right section of the **footer**.
42. Repeat the above steps (including step #41) in the **monthly sales** sheet.
43. Go to the class website, open the answer key for this assignment and compare your work with the answer key.
44. Once you compare and make corrections, save your workbook and email it to your instructor as an attachment: Yonas8314@gmail.com