

Microsoft Office Excel 2007

Case | FrostiWear

Linda Young is a sales manager for FrostiWear, a successful new store based in Hillsboro, Oregon. She is tracking the sales figure for FrostiWear's line of gloves. She created a workbook that contains the sales figures from the past year for three glove models. She wants you to help format the sales report.

Complete the following:

1. Open the **Frosti** workbook located in the **SeaJte dririve\Excel 2007** folder.
2. Save this workbook into your personal drive and name it **FrostiWear Sales report**.
3. In the **Documentation** sheet, enter your name in cell **B3** and date in cell **B4**.
4. Set the background colors for all the cells in the worksheet to **Blue, Accent 1, lighter 80%**, and set the background color for the range **B3:B5** to **white**.
5. Add border line using **All borders** format in each cell in the range **B3:B5**.
6. Change the font of cell **A1** to the **Heading 1** cell style, change the font size to **36**-points, change the font color to **dark blue**, and then **bold** the text.
7. Change the font size of the range **A3:A5** to **16**-points, change the color to **dark blue** and then **bold** the text.
8. In the **Glove Sales** worksheet, merge and center the range **A1:H1**, apply the Title cell style, and then increase the font size to **26**-points.
9. Merge and center the range **A2:H2**, apply the Heading 4 cell style, and then increase the font size to **16**-points.
10. Merge and center the range **A3:A16**, set the alignment to Middle Align, rotate the text **90⁰** counterclockwise, apply the Accent 1 cell style, increase the font size to **18**-points, and then **bold** the text.
11. Use the format painter to copy the format of merged cell **A3** into the range **A18:A31; A33:A46**.
12. Center the text in the range **C3:H3**.
13. Format the range **C4:H16** to include thousands separator (,) and no decimal places.
14. Use the format painter to copy the formats in the range **C3:H16** to the range **C18:H31; C33:H46**.
15. In the range **B3:H16**, apply the Table style Medium 2 table style. Turn off the filter arrows, and then display the header row, first column, last column, and banded rows.
Hint: You may go to **Data** tab and click on **Filter icon** to turn off the filter arrows.
16. In the range **B16:H16**, change the fill color of the total row to standard yellow.
17. In the range **H4:H15**, change the fill color of the total column to white.
18. Repeat step **15, 16 & 17** for the other two tables in the worksheet. You may use the format painter to apply all the formats.
19. Increase the width of column **H** to **25** characters.
20. Add blue data bars to the range **H4:H15**. Also add blue data bars to the range **H19:H30** and **H34:H45**.
21. Insert a header/footer, displaying your name in the center header, displaying the filename in the left footer, displaying page number in the center footer, and then displaying the current date in the right footer.
22. Go to **view** tab and change your current view into **Normal** view under workbook view grouping.
23. Go to the class website, open the answer key for this assignment and compare your work with the answer key.
24. Once you compare and make corrections, save your workbook and email it to your instructor as an attachment: **Yonas8314@gmail.com**