

Microsoft Office Excel 2007

Case | Global Site GPS

Kevin Hodge is a production assistant at Global Site GPS, a leading manufacturer of GPS devices located in Crestwood, Missouri. One of Kevin's job is to monitor output at the company's five regional plants. He wants to create an Excel workbook that reports the monthly production at the five sites, including monthly average, minimum, and maximum production and total production for the previous year. He asks you to create the workbook that reports these statistics.

Complete the following:

1. Open the **Global** workbook located in the **SeaJte dririve\Excel 2007** folder.
2. Save this workbook into your personal drive and name it **Global site**.
3. Rename the **sheet1** worksheet as **Production History**.
4. Insert **12** new rows at the top of the worksheet.
Hint: To insert rows, click on A1 → go to Home tab → Insert → Insert Sheet row. Repeat this step 12 times.
5. Increase the width of column **A** to **23** characters and the width of columns **B** through **F** to **14** characters.
6. In the range **B7:F7**, enter the titles **Plant 1, Plant 2, Plant 3, Plant 4, and Plant 5** respectively.
7. In the range **A8:A11**, enter **Total Units Produced, Average per Month, Maximum, and Minimum**, respectively.
8. Select the range **B26:F26**, use **AutoSum** to calculate the **sum** of the production values for each of the five plants, and then drag and drop the selected cells to the range **B8:F8**.
9. Select the range **B26:F26**, use **AutoSum** to calculate the **Average** of the production values for each of the five plants, and then drag and drop the selected cells to the range **B9:F9**.
Hint: After you selected the range B26:F26 go to home tab → then click on drop-down arrow next to the AutoSum icon to select the average, maximum and minimum.
10. Repeat step 9 to calculate the maximum values for each of the five plants and then move those calculated values to the range **B10:F10** and then repeat to calculate the minimum production values and drag and drop those calculated values to the range **B11:F11**.
11. In the production History worksheet, enter the following data:

<u>Cell</u>	<u>Data</u>
A1	Global Site GPS
A2	Production Report
A3	Model
A4	Year
A5	Total Unit Production
B3	Map Tracker 201
B4	2010

12. In cell **B5**, use the **SUM** function to add the values in the range **B8:F8**.
13. Insert a new worksheet named **plant Directory** as the first worksheet in the workbook.
14. In cells **A1** and **A2**, enter **Global Site GPS** and **plant Directory**, respectively,
15. Increase the width of column **A** to **13** characters, column **B** to **14** characters and column **C** to **39** characters.
16. Enter the text shown below in the range **A4:D9**, making sure that the address is entered on two lines within the cell.

Plant	Plant Manager	Address	Phone
1	Karen Brookers	300 Commerce Ave. Crestwood, MO 63126	(314) 555-3881
2	Daniel Gomez	15 North Main St. Edison, NJ 08837	(732) 555-0012
3	Judy Hetrick	3572 Howard Lane Wenston, FL 33326	(954) 555-4817
4	Yong Jo	900 South St. Kirkland, WA 98033	(425) 555-8775
5	Sandy Nisbett	3771 Water St. Helena, MT 59623	(406) 555-4114

17. Insert a new worksheet named **Documentation** as the first worksheet in the workbook, and then enter the following data.

Cell Data

A1 Global Site GPS

A3 Author

A4 Date

A5 Purpose

B3 *Your name*

B4 *The current date*

B5 Production report for Global Site GPS

18. Switch to production History worksheet and in Page Layout view, change the orientation to **landscape**, and then verify that the worksheet fits on a single page.
19. Go to the class website, open the answer key for this assignment and apply the font and background color as you see on the answer key.
20. Save your workbook and email it to your instructor as an attachment: Yonas8314@gmail.com