MS Excel Next Steps: A Little Practice

Objectives:

Practice the concepts from the Excel Next Steps Workshop.

- Format a Worksheet
- Use the View Settings
- Create and Use Table Features
- Create and Modify a Chart
- Create Named Ranges
- Use Formulas and Functions for Data Analysis

Open the Excel Practice Next Steps File.

Format the Worksheet for Clarity by doing the following:

1. Use the Worksheet titled "Format and Use Functions"

2. Add today's date in Cell A3. Make sure the date is volatile; it will change as the day changes.

3. Format the date to your preference

4. Set the font to Calibri 12 for all the data

5. Merge and Center the Title, Week 6, and Date rows over the data. (Columns A through I)

6. Use Style Heading 1 For the Title on Row 1.

7. Use Style Heading 2 for the Subtitle (Week 6)

8. Bold the Column Headings

9. Bold Average Sales in Cell A41

10. Bold Highest Sales in Cell A42

11. Apply Wrap Text and Adjust column widths as needed

12. Create a thick Border on the left side of the Total Column

13. Set the number format to comma, 2 decimal places adjusting width as necessary

14. Format the Commission to % (K1)

15. Adjust column widths as needed (Note your Commission and Count of Sales cells as well)

Create Functions to Analyze the Data

1. Keep using the Worksheet titled "Format and Use Functions"

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2. Sum the sales to get a Total in the Total Column (Format to Currency; 2 decimal places adjusting width as needed)

3. Create a formula to find the commission earned on total sales for each salesperson. HINT: Absolute values! Why don't you think about naming cell K1?

4. Use a Function to find the following:

   o Average Sales per day (Place in Cells C41 through G41)

   o Highest Sale Per Day (HINT: =MAX) (Place in Cells C42 through G42)
   o Count the number of Sales over $10,000 (Place function in Cell K2) (Not including TOTAL SALES) (Hint: Answer is 25) 😊
   o Total the Value of the sales over $10,000 (Hint: Sumif) Use the "Insert Function—FX if you need a hint)
   o Format to currency, 2 decimal places

5. Name the Range A1:I42 (The data excluding the count and commission cells) MyReport and yes, I included an extra row.

6. Print Preview the "MyReport" Range (Select your range from the RANGE NAME box; print preview)

Create and Modify a Table

1. Use the Worksheet Titled "Create and Modify a Table"

2. Create a Table from your Data

3. Name Your Table Week6Sales

4. Format Your Table Using Styles

5. Add the Following record to the end of your table

Finir	South	12500	900	15200	800	5700

6. Find duplicate values by selecting A10 through A41 (the name column) by using the conditional formatting tool (You should see 4 duplicates)

7. Delete the duplicate values using the table tools

8. Remove the Conditional Formatting

9. Use the filter in the table to find only South and West Sales

10. Use the Quick Analysis tool to conditional format only cells with sales greater than 10000 (Hint: Formatting Tab→Greater Tool to access conditional formatting)

**This is a great tool for quickly accessing the Formatting, Charting, Tables, Totals and Sparklines tool. Check it out!
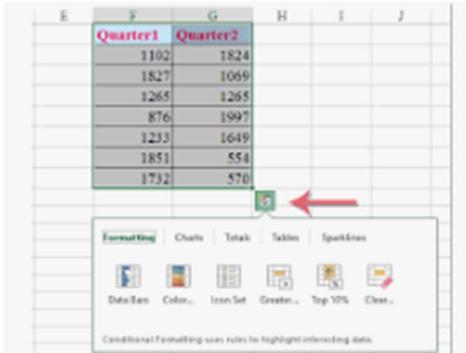
11. Remove the filter from the table

12. Sort by Region

13. Use the Total Row Tool in the Table Style Options Group from the Table Design Contextual tab to add a Total Row

14. Change the text "Total" in cell A40 to "Average"

15. Change the **Sum** to **Average**, by clicking on the drop-down arrow as shown below, to average the Sales from each day of the week.

Lurulu	West	$ 4,004.00	$1,099.09	$ 4,700.75	$ 070.00	$19,490.19	$ 91,990.09	$ 2,211.99
Juniata	West	$ 6,313.50	$2,456.87	$ 6,698.79	$ 707.24	$27,990.33	$ 44,166.74	$ 3,091.67
Maria	West	$ 8,577.64	$3,292.73	$ 9,575.85	$ 763.11	$ 4,500.00	$ 26,709.33	$ 1,869.65
Diamon	West	$10,087.06	$3,849.97	$ 11,493.89	$ 800.35	$ 4,900.00	$ 31,131.28	$ 2,179.19
Tumara	West	$11,596.48	$4,407.21	$ 13,411.93	$ 837.60	$ 3,600.00	$ 33,853.23	$ 2,369.73
Average		$ 6,884.49	2,421.41	$ 7,445.69	$ 719.33	$10,900.78	$ 28,371.71	$ 1,986.02

```
None
Average
Count
Count Numbers
Max
Min
Sum
StdDev
Var
More Functions...
```

Create and Modify a Chart

1. Use the Worksheet titled "Create and Modify a Chart"

2. Create a column Chart in the same worksheet, showing Average Sales by days of the week (Hint: Select C9:G9; then hold down the CTRL key and Select C40 through G40 (the average row)

3. Title the Chart: Average Sales for Week 6

4. Add data labels to the data series (bars or columns)

5. Move the Legend to the right of the chart area

6. Delete the Axis Title (It displays a "1")

7. Change Chart Background

What else can we do to make this chart more clear? What should be the STORY?

8. Move the chart to a separate sheet. (Chart Design→Move Chart) and name the sheet Average Sales Week 6

9. Add a text box with a comment regarding Thursday sales being low due to administrative tasks assigned on that day.

View Settings

1. Freeze Panes in the data sheet on C10 so that when you scroll you will always see the headings.

2. Compare the Chart and the Data.

   o Create a New Window from the View Menu
   o Arrange vertically (Sometimes this doesn't work and you have to close Excel and reopen the workbook and try again ☹)
   o Choose the chart on one side and the data on the other

Sit back and be VERY PLEASED with yourself! Great job.

For the Solution to the above Review, visit:

Workshop Tutorials – Arena Training

For more Tips and Tricks, visit:

Tutorials, Tips and My Opinions… – Arena Training

If you want to know more about working with tables and large amounts of data; Sign up for the PivotTables, Formulas and Functions and PowerPivot workshops.

If you have a moment, I'd love to hear if this exercise was worth your time. Please feel free to be honest. I'm here for you. If you want the solution, I'll be glad to send that as well.

Have an **EXCEL**-Lent Day!