

Make It Right *continued*

5. Add a column header for totals in column F and create the necessary totals in row 8.
6. Apply proper formatting to the column headers and total row, including centering the column headers.
7. Adjust the column sizes so that all data in each column is visible.
8. Create the grand total for the annual cost of goods.
9. The SUM function in cell E8 does not sum all of the numbers in the column. Correct this error by editing the range for the SUM function in the cell.
10. Resize and move the chart so that it is below the worksheet data and does not extend past the right edge of the worksheet data. Be certain to snap the chart to the worksheet gridlines by holding down the ALT key as you resize the chart to the right edge of column F and the bottom of row 22.
11. Apply a worksheet name to the sheet tab and apply the Aqua, Accent 5 color to the sheet tab.
12. Change the document properties as specified by your instructor. Save the workbook using the file name, Make It Right 1-1 Exotic Pets Annual Cost of Goods. Submit the revised workbook as specified by your instructor.



In the Lab

Design and/or create a workbook using the guidelines, concepts, and skills presented in this chapter. Labs 1, 2, and 3 are listed in order of increasing difficulty.

Lab 1: Annual Revenue Analysis Worksheet

Problem: You work as a spreadsheet specialist for A Healthy Body Shop, a high-end total fitness center franchise. Your manager has asked you to develop an annual revenue analysis worksheet similar to the one shown in Figure 1-79.

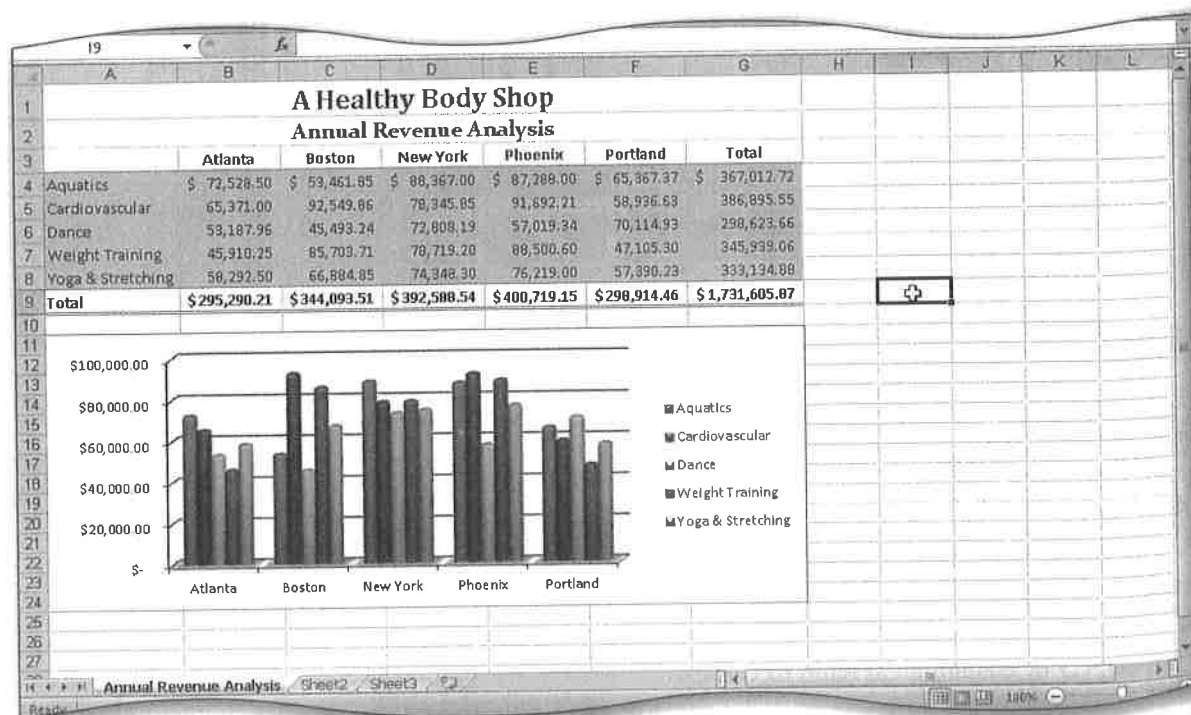


Figure 1-79

Instructions: Perform the following tasks.

1. Start Excel. Enter the worksheet title, A Healthy Body Shop, in cell A1 and the worksheet subtitle, Annual Revenue Analysis, in cell A2. Beginning in row 3, enter the franchise locations, fitness activities, and annual revenues shown in Table 1–7.

Table 1–7 A Healthy Body Shop Annual Revenues

	Atlanta	Boston	New York	Phoenix	Portland
Aquatics	72528.50	53461.85	88367.00	87288.00	65367.37
Cardiovascular	65371.00	92549.86	78345.85	91692.21	58936.63
Dance	53187.96	45493.24	72808.19	57019.34	70114.93
Weight Training	45910.25	85703.71	78719.20	88500.60	47105.30
Yoga & Stretching	58292.50	66884.85	74348.30	76219.00	57390.23

2. Create totals for each franchise location, fitness activity, and company grand total.
3. Format the worksheet title with the Title cell style. Center the title across columns A through G. Do not be concerned if the edges of the worksheet title are not displayed.
4. Format the worksheet subtitle to 14-point Constantia dark blue, bold font, and center it across columns A through G.
5. Use Cell Styles to format the range A3:G3 with the Heading 3 cell style, the range A4:G8 with the 40% - Accent 6 cell style, and the range A9:G9 with the Total cell style. Center the column headers in row 3. Apply the Accounting Number format to the range B4:G4 and the range B9:G9. Apply the Comma Style to the range B5:G8. Adjust any column widths to the widest text entry in each column.
6. Select the range A3:F8 and then insert a Clustered Cylinder chart. Apply the Style 26 chart style to the chart. Move and resize the chart so that it appears in the range A11:G24. If the labels along the horizontal axis (x-axis) do not appear as shown in Figure 1–79, then drag the right side of the chart so that it is displayed in the range A11:G24.
7. Apply the worksheet name, Annual Revenue Analysis, to the sheet tab and apply the Orange, Accent 6, Darker 25% color to the sheet tab. Change the document properties, as specified by your instructor.
8. Save the workbook using the file name Lab 1-1 A Healthy Body Shop Annual Revenue Analysis.
9. Preview and print the worksheet in landscape orientation.
10. Make the following two corrections to the sales amounts: 62,675.45 for New York Weight Training (cell D7), 67,238.56 for Portland Cardiovascular (cell F5). After you enter the corrections, the company totals in cell G8 should equal \$1,723,864.05.
11. Preview and print the revised worksheet in landscape orientation. Close the workbook without saving the changes.
12. Submit the assignment as specified by your instructor.

In the Lab

Lab 2: Semiannual Sales Analysis Worksheet

Problem: As the chief accountant for Play 'em Again, a reseller of cell phones, DVDs, electronic games, MP3 players, and accessories, you have been asked by the vice president to create a worksheet to analyze the semiannual sales for the company by products across sales channels (Figure 1–80 on the following page). The sales channels and corresponding revenue by product for the year are shown in Table 1–8.

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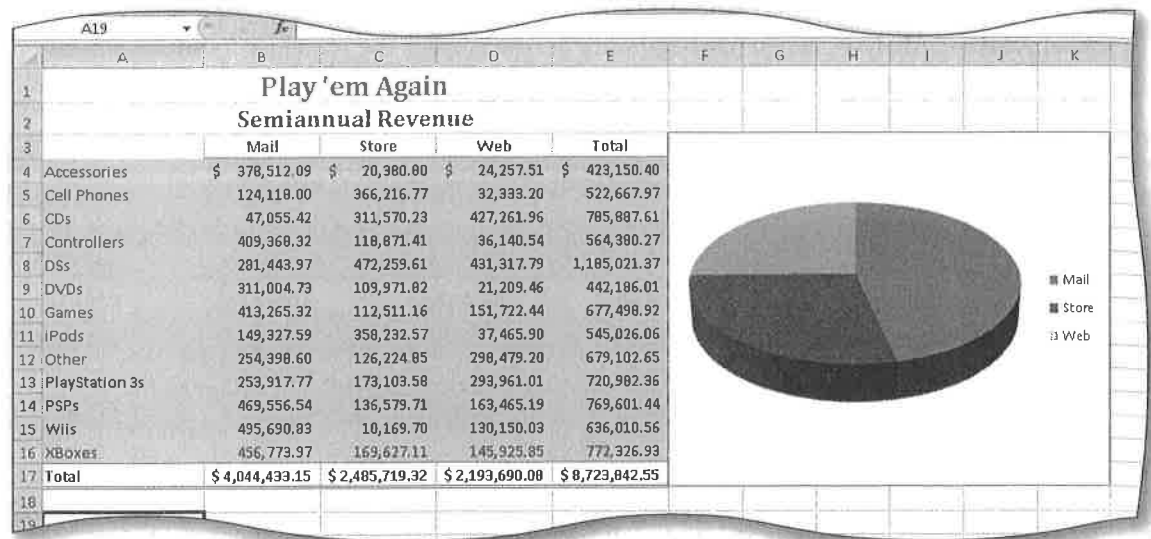
In the Lab *continued*

Figure 1-80

Instructions: Perform the following tasks.

1. Create the worksheet shown in Figure 1-80 using the data in Table 1-8.
2. Use the SUM function to determine total revenue for the three sales channels, the totals for each product, and the company total. Add column and row headings for the totals row and totals column, as appropriate.

Table 1-8 Play 'em Again Semiannual Revenue

	Mail	Store	Web
Accessories	378512.09	20380.80	24257.51
Cell Phones	124118.00	366216.77	32333.20
CDs	47055.42	311570.23	427261.96
Controllers	409368.32	118871.41	36140.54
DSs	281443.97	472259.61	431317.79
DVDs	311004.73	109971.82	21209.46
Games	413265.32	112511.16	151722.44
iPods	149327.59	358232.57	37465.90
Other	254398.60	126224.85	298479.20
PlayStation 3s	253917.77	173103.58	293961.01
PSPs	469556.54	136579.71	163465.19
Wiiis	495690.83	10169.70	130150.03
XBoxes	456773.97	169627.11	145925.85

3. Format the worksheet title with the Title cell style and center it across columns A through E. Use the Font group on the Ribbon to format the worksheet subtitle to 16-point Cambria red, bold font. Center the title across columns A through E.
4. Format the range B3:E3 with the Heading 3 cell style and center the text in the cells. Format the range A4:E16 with the 20% - Accent 4 cell style, and the range B9:E9 with the Total cell style. Format cells B4:E4 and B17:E17 with the Accounting Number Format and cells B5:E16 with the Comma Style numeric format.

5. Create a pie chart that shows the revenue contributions of each sales channel. Chart the sales channel names (B3:D3) and corresponding totals (B17:D17). That is, select the range B3:D3, and then while holding down the CTRL key, select the range B17:D17. Insert the Pie in 3-D chart, as shown in Figure 1-80, by using the Pie button (Insert tab | Charts group). Use the chart location F3: K17.
6. Apply the worksheet name, Semiannual Revenue, to the sheet tab and apply the Purple, Accent 4, Lighter 80% color to the sheet tab. Change the document properties, as specified by your instructor.
7. Save the workbook using the file name, Lab 1-2 Play 'em Again Semiannual Revenue. Print the worksheet in landscape orientation.
8. Two corrections to the figures were sent in from the accounting department. The correct revenue is \$118,124.45 for Cell Phones sold through the mail (cell B5) and \$43,573.67 for iPods sold over the Web (cell D11). After you enter the two corrections, the company total in cell E17 should equal \$8,723,956.77. Print the revised worksheet in landscape orientation.
9. Use the Undo button to change the worksheet back to the original numbers in Table 1-8. Use the Redo button to change the worksheet back to the revised state.
10. Close Excel without saving the latest changes. Start Excel and open the workbook saved in Step 7. Double-click cell E6 and use in-cell editing to change the PSPs revenue (cell C14) to \$128,857.32. Write the company total in cell E17 at the top of the first printout. Click the Undo button.
11. Click cell A1 and then click the Merge & Center button on the Home tab on the Ribbon to split cell A1 into cells A1, B1, C1, D1, and E1. To merge the cells into one again, select the range A1:E1 and then click the Merge & Center button.
12. Close the workbook without saving the changes. Submit the assignment as specified by your instructor.

In the Lab

Lab 3: Projected College Cash Flow Analysis Worksheet

Problem: Attending college is an expensive proposition and your resources are limited. To plan for your four-year college career, you have decided to organize your anticipated resources and expenses in a worksheet. The data required to prepare your worksheet is shown in Table 1-9.

Table 1-9 College Cost and Resources

Resources	Freshman	Sophomore	Junior	Senior
529 Plans	2700.00	2889.00	3091.23	3307.62
Financial Aid	5250.00	5617.50	6010.73	6431.48
Job	3100.00	3317.00	3549.19	3797.63
Parents	3700.00	3959.00	4236.13	4532.66
Savings	4250.00	4547.50	4865.83	5206.43
Other	1100.00	1177.00	1259.39	1347.55
Expenses	Freshman	Sophomore	Junior	Senior
Activities Fee	500.00	535.00	572.45	612.52
Books	650.00	695.50	744.19	796.28
Clothes	750.00	802.50	858.68	918.78
Entertainment	1650.00	1765.50	1889.09	2021.32
Room & Board	7200.00	7704.00	8243.28	8820.31
Tuition	8250.00	8827.50	9445.43	10106.60
Miscellaneous	1100.00	1177.00	1259.39	1347.55

Continued >

In the Lab *continued*

Instructions Part 1: Using the numbers in Table 1–9, create the worksheet shown in columns A through F in Figure 1–81. Format the worksheet title as Calibri 24-point bold purple. Merge and center the worksheet title in cell A1 across columns A through F. Format the worksheet subtitles in cells A2 and A11 as Calibri 16-point bold red. Format the ranges A3:F3 and A12:F12 with the Heading 2 cell style and center the text in the cells. Format the ranges A4:F9 and A13:F19 with the 20% - Accent 2 cell style, and the ranges A10:F10 and A20:F20 with the Total cell style.

Change the name of the sheet tab and apply the Purple color from the Standard Colors area to the sheet tab. Update the document properties, including the addition of at least one keyword to the properties, and save the workbook using the file name, Lab 1-3 Part 1 College Resources and Expenses. Print the worksheet. Submit the assignment as specified by your instructor.

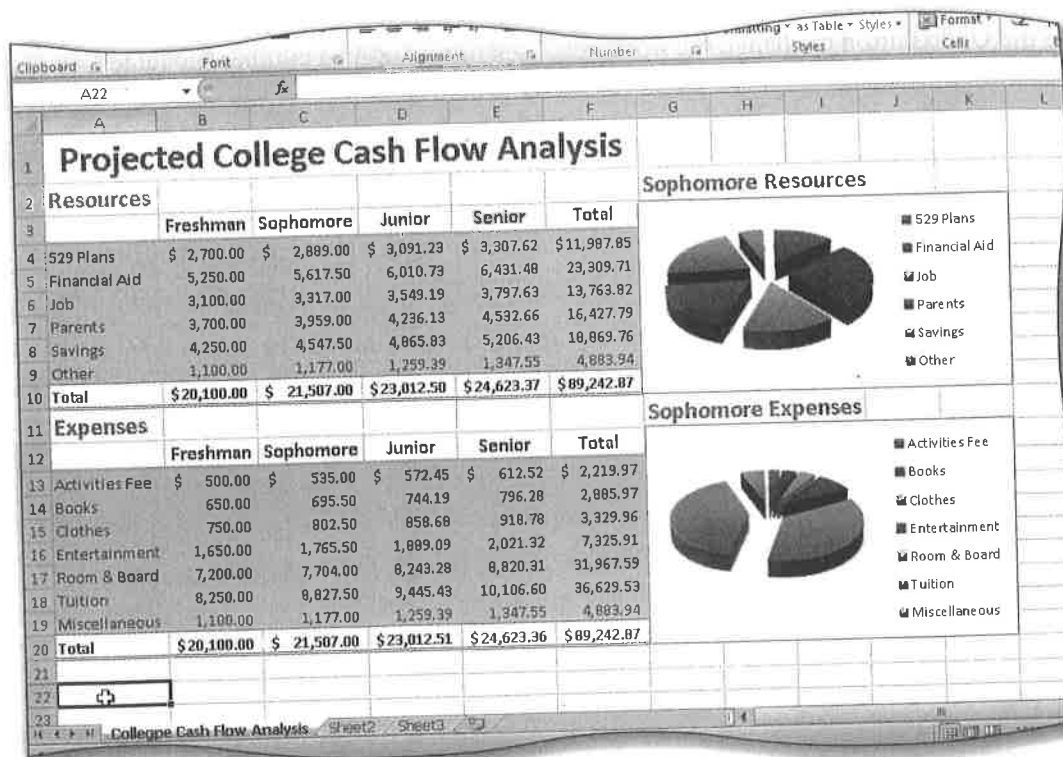


Figure 1–81

After reviewing the numbers, you realize you need to increase manually each of the Sophomore-year expenses in column C by \$400, except for the Activities Fee. Change the Sophomore-year expenses to reflect this change. Manually change the Parents resources for the Sophomore year by the amount required to cover the increase in costs. The totals in cells F10 and F20 should equal \$91,642.87. Print the worksheet. Close the workbook without saving changes.

Instructions Part 2: Open the workbook Lab 1-3 Part 1 College Resources and Expenses and then save the workbook using the file name, Lab 1-3 Part 2 College Resources and Expenses. Insert an Exploded pie in 3-D chart in the range G3:K10 to show the contribution of each category of resources for the Freshman year. Chart the range A4:B9 and apply the Style 26 chart style to the chart. Add the Pie chart title as shown in cell G2 in Figure 1–81. Insert an Exploded pie in 3-D chart in the range G12:K20 to show the contribution of each category of expenses for the Freshman year. Chart the range A13:B19 and apply the Style 26 chart style to the chart. Add the Pie chart title shown in cell G11 in Figure 1–81. Save the workbook. Print the worksheet in landscape orientation. Submit the assignment as specified by your instructor.

Instructions Part 3: Open the workbook Lab 1-3 Part 2 College Resources and Expenses and then save the workbook using the file name, Lab 1-3 Part 3 College Resources and Expenses. A close inspection of Table 1-9 shows that both cost and financial support figures increase 7% each year. Use Excel Help to learn how to enter the data for the last three years using a formula and the Copy and Paste buttons (Home tab | Clipboard group). For example, the formula to enter in cell C4 is $=B4*1.07$. Enter formulas to replace all the numbers in the range C4:E9 and C13:E19. If necessary, reformat the tables, as described in Part 1. The worksheet should appear as shown in Figure 1-81, except that some of the totals will be off by approximately 0.01 due to rounding errors. Save the workbook. Submit the assignment as specified by your instructor. Close the workbook without saving changes.

Cases and Places

Apply your creative thinking and problem solving skills to design and implement a solution.

1: Analyzing Quarterly Expenses

Academic

To estimate the funds needed by your school's Travel Club to make it through the upcoming quarter, you decide to create a report for the club itemizing the expected quarterly expenses. The anticipated expenses are listed in Table 1-10. Use the concepts and techniques presented in this chapter to create the worksheet and an embedded Clustered Cylinder chart. Be sure to use an appropriate chart style that compares the quarterly cost of each expense. Total each expense item and each quarter. Include a grand total for all of the expenses. Use the AutoCalculate area to determine the average amount spent per quarter on each expense. Manually insert the averages with appropriate titles in an appropriate area on the worksheet.

Table 1-10 Travel Club Quarterly Expenses

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Copies and Supplies	75	50	80	150
Meeting Room Rent	400	425	400	425
Miscellaneous	150	100	175	70
Refreshments	130	155	150	225
Speaker Fees	200	200	400	500
Travel	450	375	500	375

2: Create an Exploded Pie in 3-D Chart to Summarize Property Values

Personal

Your wealthy Aunt Nicole owns several properties of varying value. She would like to see the values of the properties in a worksheet and chart that helps her to better understand her investments. She has asked you to develop a worksheet totaling the values of the properties and also to include other relevant statistics. The property values are: Property 1, \$56,671.99; Property 2, \$82,276.58; Property 3, \$60,135.45; Property 4, \$107,373.39; and Property 5, \$87,512.82. Create an Exploded pie in 3-D chart to illustrate the relative property values. Use the AutoCalculate area to find the average, maximum, and minimum property values and manually enter them and their corresponding identifiers in an appropriate area of the worksheet. Use the Sum button to total the property values.

Cases and Places *continued***3: Analyzing Historical Yearly Sales****Business**

You are working part-time for Noble's Mobile Services. Your manager has asked you to prepare a worksheet to help her analyze historical yearly sales by type of product (Table 1-11). Use the concepts and techniques presented in this chapter to create the worksheet and an embedded 3-D Clustered Column chart that includes proper numerical formatting, totaling, and formatting of the worksheet.

Table 1-11 Noble's Mobile Services Historical Yearly Sales

	2008	2009	2010	2011
Camera Phones	92598	10487	136791	176785
Headsets	9035	8909	4886	6512
Music Phones	57942	44923	54590	67696
Other Accessories	27604	38793	24483	33095
Satellite Radios	17161	19293	30763	44367
Standard Mobile Phones	8549	9264	7600	6048
Wireless PDAs	57963	68059	103025	87367