EX 2-50 Excel Module 2 Formulas, Functions, and Formatting

Apply Your Knowledge

Reinforce the skills and apply the concepts you learned in this module.

Cost Analysis Worksheet

Note: To complete this assignment, you will be required to use the Data Files. Please contact your instructor for information about accessing the Data Files.

Instructions: Start Excel. Open the workbook called SC_EX_2-1.xlsx, which is located in the Data Files. The workbook you open contains information about vehicles driven for Prontix Courier Services. You are to enter and copy formulas and functions and apply formatting to the worksheet in order to analyze the costs associated with a bus company's fleet of vehicles, as shown in Figure 2–70.

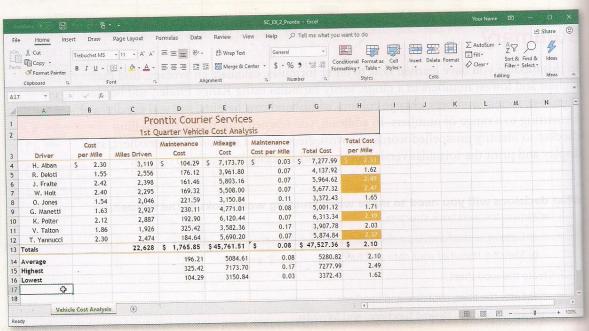


Figure 2-70

Perform the following tasks:

- Use the following formulas in cells E4, F4, G4, and H4:
 Mileage Cost (cell E4) = Cost per Mile * Miles Driven or = B4 * C4
 Maintenance Cost per Mile (cell F4) = Maintenance Cost/Miles Driven or = D4/C4
 Total Cost (cell G4) = Maintenance Cost + Mileage Cost or = D4 + E4
 Total Cost per Mile (cell H4) = Total Cost / Miles Driven or = G4 / C4
 Use the fill handle to copy the three formulas in the range E4:H4 to the range E5:H12.
- 2. Determine totals for the miles driven, maintenance cost, mileage cost, and total cost in row 13. Copy the formula in cell F12 to F13 to assign the formula in cell F12 to F13 in the total line. Copy the formula in cell H12 to H13 to assign the formula in cell H12 to H13 in the total line. Reapply the Total cell style to cells F13 and H13.
- 3. In the range D14:D16, determine the average value, highest value, and lowest value, respectively, for the values in the range D4:D12. Use the fill handle to copy the three functions to the range E14:H16.
- 4. Format the worksheet as follows:
 - a. Change the workbook theme to Berlin by using the Themes button (Page Layout tab | Themes group)
 - b. Cell A1 change to Title cell style
 - c. Cell A2 change to Title cell style and a font size of 14

- d. Cells A1:A2 Rose, Accent 6, Lighter 80% fill color and add outside borders
- e. Cells B4, D4:H4, and D13:H13 accounting number format with two decimal places and fixed dollar signs by using the 'Accounting Number Format' button (Home tab | Number group)
- f. Cells B5:B12, and D5:H12 comma style format with two decimal places by using the Comma Style button (Home tab | Number group)
- g. Cells C4:C13 comma style format with no decimal places.
- h. Cells H4:H12 apply conditional formatting so that cells with a value greater than 2.15 appear with an orange background color and white font
- 5. If necessary increase the size of any columns that do not properly display data.
- 6. Switch to Page Layout view. Enter your name, course, and any other information, as specified by your instructor, in the header area.
- 7. Preview and print the worksheet in landscape orientation so that it appears on one page. Save the workbook using the file name, SC_EX_2_Prontix.
- 8. Use Range Finder to verify the formula in cell H13.
- 9. Print the range A3:D16. Press CTRL+ACCENT MARK () to change the display from the values version of the worksheet to the formulas version. Print the formulas version in landscape orientation on one page by using the Fit to option in the Page tab in the Page Setup dialog box. Press CTRL+ACCENT MARK () to change the display of the worksheet back to the values version. Close the workbook without saving it.
- 10. Submit the workbook in the format specified by your instructor and exit Excel.
- 11. Besides adding a header to your document, can you think of anything else that could be added when printing the worksheet?

Extend Your Knowledge

Extend the skills you learned in this module and experiment with new skills. You may need to use Help to complete the assignment.

Creating a Customer Tracking Worksheet for Kalto Security Outlet

Note: To complete this assignment, you will be required to use the Data Files. Please contact your instructor for information about accessing the Data Files.

Instructions: Start Excel. Open the workbook SC_EX_2-2.xlsx, which is located in the Data Files. The workbook you open contains vendor information for Kalto Security Outlet. You are to apply Flash Fill and four types of conditional formatting to cells in a worksheet.

Perform the following tasks:

- 1. Add the account identifiers to the cells in the range E4:E16. The account identifier is determined by taking the first initial of the vendor's first name, the first initial of the vendor's last name, followed by the entire vendor number. For example, the account identifier for John Abrahms is JA28689. Continue entering two or three account identifiers, then use Flash Fill to complete the remaining cells. Add the thick bottom border back to cell E16 (Figure 2–71).
- 2. Select the range F4:F16. Click the Conditional Formatting button (Home tab | Styles group) and then click New Rule on the Conditional Formatting menu. Select 'Format only top or bottom ranked values' in the Select a Rule Type area (New Formatting Rule dialog box).
- 3. If requested by your instructor, enter 35 in the Edit the Rule Description (New Formatting Rule dialog box) area, and then click the '% of the selected range' check box to select it.
- 4. Click the Format button, and choose a light orange background on the Fill tab to assign this conditional format. Click OK in each dialog box and view the worksheet.

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Extend Your Knowledge continued

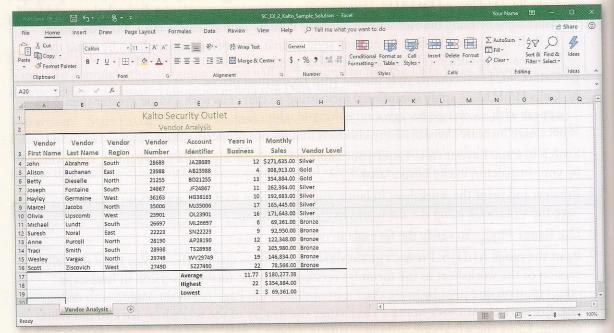


Figure 2-71

- 5. With range F4:F16 selected, apply a conditional format to the range that uses a light red fill with dark red text to highlight cells with scores that are below average. *Hint*: Explore some of the preset conditional rules to assist with formatting this range of cells.
- 6. With range G4:G16 selected, apply a conditional format to the range that uses a light blue background to highlight cells that contain a value between 150,000 and 299,999.
- 7. With range H4:H16 selected, apply a conditional format to the range that uses a background color of your choice to highlight cells that contain Silver and another background color of your choice for cells that contain Gold. Silver, and a yellow background color to highlight the cells that contain Gold. (*Hint*: You need to apply two separate formats, one for Silver and one for Gold.)
- 8. Save the file with the file name, SC_EX_2_Kalto, and submit the revised workbook in the format specified by your instructor.
- 9. Why did you choose the background colors for the Silver and Gold loyalty levels in Step 7?

Expand Your World

Create a solution that uses cloud or web technologies by learning and investigating on your own from general guidance.

Four-Year College Cost Calculator

Instructions: You are to create an estimate of the cost for attending your college for four years. You decide to create the worksheet using Excel Online so that you can share it with your friends online.

Perform the following tasks:

- 1. If necessary, sign in to your Microsoft account on the web and start Excel Online.
- 2. Create a blank workbook. In the first worksheet, use column headings for each year of college (Freshman, Sophomore, Junior, and Senior). For the row headings, use your current expenses (such as car payment, rent, utilities, tuition, and food).

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- 3. Enter expenses for each year based upon estimates you find by searching the web.
- 4. Calculate the total for each column. Also determine highest, lowest, and average values for each column.
- 5. Using the techniques taught in this module, create appropriate titles and format the worksheet accordingly.
- 6. Save the file with the file name, SC_EX_2_CollegeExpenses, and submit the workbook in the format specified by your instructor.
- 7. When might you want to use Excel Online instead of the Excel app installed on your computer?