

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.

Driver	Cost per Mile	Miles Driven	Maintenance Cost	Mileage Cost	Maintenance Cost per Mile	Total Cost	Total Cost per Mile
H. Alban	\$ 2.30	3,119	\$ 104.29	\$ 7,173.70	\$ 0.03	\$ 7,277.99	\$ 2.33
R. Deloti	1.55	2,556	176.12	3,961.80	0.07	4,137.92	1.62
J. Fralte	2.42	2,398	161.46	5,803.16	0.07	5,964.62	2.49
W. Holt	2.40	2,295	169.32	5,508.00	0.07	5,677.32	2.47
O. Jones	1.54	2,046	221.59	3,150.84	0.11	3,372.43	1.65
G. Manetti	1.63	2,927	230.11	4,771.01	0.08	5,001.12	1.71
K. Polter	2.12	2,887	192.90	6,120.44	0.07	6,313.34	2.19
V. Talton	1.86	1,926	325.42	3,582.36	0.17	3,907.78	2.03
T. Yannucci	2.30	2,474	184.64	5,690.20	0.07	5,874.84	2.37
Totals		22,628	\$ 1,765.85	\$45,761.51	\$ 0.08	\$ 47,527.36	\$ 2.10
Average			196.21	5084.61	0.08	5280.82	2.10
Highest			325.42	7173.70	0.17	7277.99	2.49
Lowest			104.29	3150.84	0.03	3372.43	1.62

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.
- 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.
- 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.
- Format the worksheet as follows:
 - Change the workbook theme to Berlin by using the Themes button (Page Layout tab | Themes group)
 - Cell A1 — change to Title cell style
 - 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.

Continued >

Extend Your Knowledge *continued*

Vendor First Name	Vendor Last Name	Vendor Region	Vendor Number	Account Identifier	Years in Business	Monthly Sales	Vendor Level
John	Abrahms	South	28689	JA28689	12	\$271,635.00	Silver
Alison	Buchanan	East	23988	AB23988	4	\$08,913.00	Gold
Betty	Diesel	North	21255	BD21255	13	\$34,884.00	Gold
Joseph	Fontaine	South	24867	JF24867	11	\$62,364.00	Silver
Hayley	Germaine	West	36163	HG36163	10	\$92,683.00	Silver
Marcel	Jacobs	North	35006	MJ35006	17	\$65,445.00	Silver
Olivia	Lipscomb	West	23901	OL23901	16	\$71,643.00	Silver
Michael	Lundt	South	26697	ML26697	6	\$69,361.00	Bronze
Suresh	Noral	East	22223	SN22223	9	\$92,950.00	Bronze
Anne	Purcell	North	28190	AP28190	12	\$22,348.00	Bronze
Traci	Smith	South	28938	TS28938	2	\$05,980.00	Bronze
Wesley	Vargas	North	29749	WV29749	19	\$46,834.00	Bronze
Scott	Ziscovich	West	27490	SZ27490	22	\$78,566.00	Bronze
Average					11.77	\$180,277.38	
Highest					22	\$354,884.00	
Lowest					2	\$69,361.00	

Figure 2-71

- 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.
- 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.
- 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.)
- Save the file with the file name, SC_EX_2_Kalto, and submit the revised workbook in the format specified by your instructor.
- ☀ 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:

- If necessary, sign in to your Microsoft account on the web and start Excel Online.
- 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).

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?