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| **Step** | **Ch. 4 Project (Proficiency) (Excel Questions)** | **Complete** |
| **1** | In Column B, use **flash fill** to fill in the first names. (These names are found in Column A) |  |
| **2** | In Column C, use **flash fill** to fill in the last names. (These names are found in Column A) |  |
| **3** | In Cell **G3**, type a formula to calculate the **total soft drinks purchased** for each customer. |  |
| **4** | Select cells A2:A33 and delete the Content, **but do not delete the Column!!!** |  |
| **5** | Fill the formula you created in G3 down through cell G33. **What is shown in the Formula Bar for Cell G33? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| **6** | In Cell H3, enter a formula to calculate the total revenue for each customer. **(You must use the price in cell J1, and use Absolute Cell reference)** |  |
| **7** | Fill the formula you created in H3 down through cell H33.  **What does the formula bar say for cell H33 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.** |  |
| **8** | Select **D3:D33** and name the range **“Coke”.** |  |
| **9** | Select **E3:E33** and name the range **“Mountain\_Dew”.** |  |
| **10** | Select **F3:F33** and name the range **“Sprite”.** |  |
| **11** | Select **G3:G33** and name the range **“Total\_Soft\_drinks\_purchased”** |  |
| **12** | Select **H3:H33** and name the range **“Revenue”** |  |
| **13** | Select Cell **H34** and create a formula that uses a named range to calculate the **Total Revenue.** |  |
| **14** | Select Cell **H35** and create a formula that uses a named range to calculate the **Total** **Cokes** sold. |  |
| **15** | Select Cell **H36** and create a formula that uses a named range to calculate the **Total** **Mt**. **Dew** sold. |  |
| **16** | Select Cell **H37** and create a formula that uses a named range to calculate the **Total** **Sprites** sold. |  |
| **17** | Based on the information in this sales report, what is the most popular Soft drink?  ­­­­­­­­­**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.** |  |
| **18** | Click on Formulas tab, and **SHOW** **FORMULAS**. |  |
| **19** | Select **(Columns A:J)** and **auto fit column width**. |  |
| **20** | Save the Workbook as **Ch. 4 Project – first, last name**. Check to print the work sheet with **gridlines** and make sure it is **fit to 1 page** under scaling, and change the orientation to **Landscape** before printing. |  |
| **21** | Print the Worksheet. Staple the Questions with answers to the printed sheet and turn in to teacher. |  |