**Project 6-1: Quarterly Sales Data**

**1.** Create a new blank document.

**2. SAVE** the document as ***Quarterly Sales*** in the lesson folder on your flash drive.

**3.** On the Insert tab, in the Tables group, click the **Table button**. Drag to create a table that has 5 columns and 6 rows.

**4.** Enter the following data in the table as shown: Note: Press **Shift + Enter** to insert a line break after typing *Vineyard* .

|  |
| --- |
| **Coho Vineyard 2016** |
|  | First Quarter |  Second Quarter | Third Quarter | Fourth Quarter |
| Mark Hanson | 19,098 | 25,890 | 39,088 | 28,789 |
| Terry Adams | 21,890 | 19,567 | 32,811 | 31,562 |
| Max Benson | 39,400 | 35,021 | 19,789 | 21,349 |
| Cathan Cook  | 34,319 | 27,437 | 28,936 | 19,034 |

**5.** Select the first row. On the Layout tab, in the Merge group, click the **Merge Cells**

**button**.

**6.** With the row still selected, center the title by clicking the **Align Center button** in the

Alignment group on the Layout tab.

**7.** On the Design tab, in the Table Style Options group, click the **Last Column check box** to enable. The Header Row, First Column, and Banded Rows options should be turned on already.

**8.** On the Design tab, in the Table Styles gallery, click the **More button** to display the

Gallery. Under the List Table group, select **List Table 1 Light - Accent 6**.

**9.** Insert a column after *Fourth Quarter* by placing the insertion point above the end of

row markers, and then clicking the **plus symbol**.

**10.** Merge the last column with the title by selecting the fi rst row, right-click, and select

**Merge Cells** .

**11.** Type **Total** in last column. In the Alignment group, select **Align Center** .

**12.** Position the insertion point in the blank cell below *Total* . In the Data group, select

**Formula** . The Formula box displays 5 SUM(LEFT); this totals the values to the left.

**13.** In the Number format box, click the **drop-down arrow** and select the third option

**$#,##0.00;($#,##0.00)** .

**14.** Click **OK** .

**15.** Position the insertion point in the next blank cell and in the Data group, select **Formula**. Edit the formula by double-clicking on the text **ABOVE** and typing **LEFT** . Make sure you type the function inside the parentheses.

**16.** Apply the same number format that you selected in step 13. Click **OK**.

**17.** Position the insertion point in the next blank cell and in the Data group, and

select **Formula**.

**18.** In the Formula box, delete **SUM(ABOVE)** —do not delete the equal sign.

**19.** In the Paste function box, click the **drop-down arrow** and select **SUM** . Place the

insertion point inside the parentheses and type **LEFT** .

**20.** Apply the same number format that you completed in step 13.

**21.** Click **OK** .

**22.** Position the insertion point in the last blank cell and in the Data group, select **Formula** .

**23.** Edit the formula by **double-clicking** on the text **ABOVE** and typing **LEFT**.

**24.** Apply the same number format that you completed in step 13.

**25.** Click **OK**.

**26. SAVE** the document with the same filename in the lesson folder on your fl ash drive.

**27.** On the Layout tab, click the **Select button** in the Table group, and then choose **Select Table** from the drop-down menu.

**28.** In the Data group, select **Convert to Text**, and then select **Tabs**. Click **OK**.

**29. SAVE** the document as ***Quarterly Sales2*** in the lesson folder on your flash drive,

and then **CLOSE** the file.

**Project 6-3: Format a Student List for Readability**

Use a variety of techniques to improve the readability of a School of Fine Arts student list. Techniques

include Merge & Center, applying italics, wrapping text, and using the Decrease Decimal command.

GET READY. Launch Excel if it is not already running.

**1.** OPEN ***06 Fine Art***.

**2.** Merge and center **A1:E1**.

**3.** Apply **Calibri Light**, **16-point**, **Blue** to the cell A1 content.

**4.** Center and italicize the content in cells **A2:E2**.

**5.** Widen column **C** so all text displays in its entirety.

**6.** Wrap the text in cell D2.

**7.** Decrease the width of column D to fit the longest date.

**8.** Format row 2 to autofit the row height.

**9.** Format the content in **E3:E12** so that only two decimal places display.

**10.** Decrease the width of column E to eliminate unnecessary whitespace.

**11.** SAVE the workbook to your Lesson 6 folder as ***06 Fine Art Solution***.

LEAVE the file open for the next project.

**Project 6-4: Use Pasting Techniques to Add Entries to a Worksheet**

Add rows of data to a worksheet, and use Format Painter and Paste Special to apply formatting and copy formulas.

GET READY. Launch Excel if it is not already running.

**1.** OPEN ***06 Fine Art Solution*** if it’s not already open.

**2.** Add two more rows of data, as follows:

**First Last Discipline Enrollment Date GPA**

Cassie Hicks Painting 1/14/2013

Jeff Price Computer Art 1/14/2013

**3.** Use the Format Painter to format cells **A13:D14** in the same style as A12:D12.

**4.** Use the Copy command to copy the new enrollment date (1/14/2013) to replace the

1/3/2013 dates in rows 11 and 12.

**5.** Use Paste Special to copy the GPA formula and number format from a cell that displays

a GPA to the two new cells that do not have GPAs entered.

**6.** Modify the formula in the GPA column for Cassie Hicks to total **3.3**, **3.5**, and **3.7**.

**7.** Modify the formula in the GPA column for Jeff Price to total **2.9**, **3.4**, and **3.5**.

**8.** Format **A2:E2** as **20% - Accent1** and reapply italics.

**9.** SAVE the workbook to your Lesson 6 folder as ***06 Fine Art Revised Solution*** and close

the file.

LEAVE Excel open for the next project.