

**Excel Specialist**  
**Project #: E-1**

**Customer Name:** College Concierge

**Assigned to:** You, the MS Excel Specialist

**Project Title:** Undergraduate Enrollment Demographic Data

**Date:** (current date, 20xx)

**Note:** Prior to beginning this project, review the Company Overview provided on page 14.

**Project Description**

College Concierge is creating content for the University of Learning Web site. Many university Web sites include demographic data—data that tells about the students who attend that university. This data is often looked at by students who are thinking about going to that university to help them get a better idea about the university and its students.

**Your Job**

As the Microsoft Excel Specialist, you will create content for College Concierge’s customer, University of Learning. Using Microsoft Excel, you will create a five-column spreadsheet that lists fall undergraduate enrollment statistics in the four schools of study at University of Learning. The spreadsheet will appear on the university’s Web site in a section on demographics.

**Tips and Strategies**

1. Read all of the instructions before proceeding with the project.
2. Because prospective students and their families will be viewing this data and might use the information to help them decide whether to attend the University of Learning, carefully check your work for accuracy after you input it into the spreadsheet.

### Instructions to the MS Excel Specialist

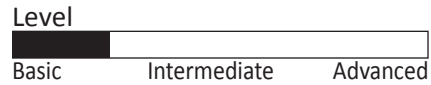
1. Using Microsoft Excel, create a new blank workbook.
2. Save the document as **Project E-1 Undergraduate Enrollment Demographic Data** in the “Excel Projects” folder within the “College Concierge Projects” folder.
3. Format the width of each column to 20.
4. Key the data into the spreadsheet as it appears in **Spreadsheet E-1**. Unless otherwise noted, the font should be set to Arial 10 point.
5. Center-align the data in cells B3 – E8.
6. Carefully proofread your work for accuracy.
7. Resave the file.
8. Set the Print Area to include all cells containing data in the spreadsheet.
9. Use Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
10. Print a copy of the spreadsheet if required by your instructor.

Spreadsheet E-1

	A	B	C	D	E
1	Undergraduate Enrollment				
2					
3	Grade Levels	Arts and Sciences	School of Management	School of Nursing	School of Education
4	Freshman	1800	600	175	82
5	Sophomore	1758	578	168	75
6	Junior	1680	485	128	65
7	Senior	1595	389	111	69
8	TOTAL	6833	2052	582	291

Project #: E-2

Excel Specialist



Project Title

## Market Analysis

### New Skills:

- Changing font size
- Changing column width
- Using bold, italic, and underline



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Jazz My Wheels

College Concierge

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Lawn Enforcement

**Excel Specialist**  
**Project #: E-2**

<b>Customer Name:</b> Lettuce-Do-Lunch
<b>Assigned to:</b> You, the MS Excel Specialist
<b>Project Title:</b> Market Analysis
<b>Date:</b> (current date, 20xx)

**Note:** Prior to beginning this project, review the Company Overview provided on page 16.

<b>Project Description</b>
Lettuce-Do-Lunch is preparing a business plan to submit to potential investors. A business plan is a written document that describes how a business will achieve its goals. A company's business plan is one of its most important documents. Lettuce-Do-Lunch is including a table in the business plan that identifies potential customers. They will use this information to plan how to attract those types of people to their restaurant.
<b>Your Job</b>
As the Microsoft Excel Specialist, you will create and format a spreadsheet that contains market analysis information to include in the business plan.
<b>Tips and Strategies</b>
<ol style="list-style-type: none"><li>1. Read all of the instructions before proceeding with the project.</li><li>2. Column headings are typically aligned with the text in the columns underneath them.</li></ol>

### Instructions to the MS Excel Specialist

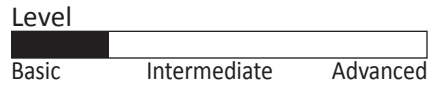
1. Using Microsoft Excel, create a new blank workbook.
2. Save the document as **Project E-2 Market Analysis** in the “Excel Projects” folder within the “Lettuce-Do-Lunch Projects” folder.
3. Key the data into the spreadsheet as it appears in **Spreadsheet E-2**. Unless otherwise noted, the font should be set to Arial 10 point.
4. Change the font size of cell A1 to 16 point bold. Be sure you keyed the text using all caps.
5. Format cells A5 – I5 as 12 point bold, italic, and underline.
6. Center-align the data in column D.
7. Right-align the data in columns E – I.
8. Format the width of columns D – I to 12.
9. Carefully proofread your work for accuracy.
10. Resave the file.
11. Set the Print Area to include all cells containing data in the spreadsheet.
12. Use Print Preview and adjust the Page Setup so that the spreadsheet orientation is landscape and it fits on one page.
13. Print a copy of the spreadsheet if required by your instructor.

## Spreadsheet E-2

	A	B	C	D	E	F	G	H	I
1	MARKET ANALYSIS								
2									
3									
4									
5	Potential Customers			% Growth	Year 1	Year 2	Year 3	Year 4	Year 5
6	Local workers			2%	4853	4950	5049	5150	5253
7	Local students			2%	2844	2901	2959	3018	3078
8	Seasonal tourists			3%	80558	82975	85464	88028	90669
9	Weekend shoppers			4%	4308	4480	4660	4846	5040
10	Area residents			2%	15000	15300	15606	15918	16236

Project #: E-3

Excel Specialist



Project Title

## Employee Roster

### New Skill:

- Formatting cells as text



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**Excel Specialist**  
**Project #: E-3**

<b>Customer Name:</b> Lawn Enforcement
<b>Assigned to:</b> You, the MS Excel Specialist
<b>Project Title:</b> Employee Roster
<b>Date:</b> (current date, 20xx)

**Note:** Prior to beginning this project, review the Company Overview provided on page 18.

<b>Project Description</b>
Lawn Enforcement provides businesses with on-site lawn and garden services. There are also employees who work at the office in administrative, sales, or management jobs. It is important that all of the employees are able to stay in contact with one another, ensuring that existing and potential customers receive good service.
<b>Your Job</b>
As the Microsoft Excel Specialist, you will create and format an employee roster for Lawn Enforcement. The company will maintain this document on an ongoing basis.
<b>Tips and Strategies</b>
<ol style="list-style-type: none"><li>1. Read all of the instructions before proceeding with the project.</li><li>2. When you enter numbers in Microsoft Excel, the cells automatically right-align. A quick way to left-align all cells is to format the entire spreadsheet to text.</li><li>3. Whenever you create a spreadsheet, be consistent in the manner in which you input data. For instance, "Admin Assistant" should be consistently entered as "Admin Assistant," not "Administrative Assistant." Consistent data entry will ensure accurate results if you need to filter or sort the data by category at a later time.</li></ol>

### Instructions to the MS Excel Specialist

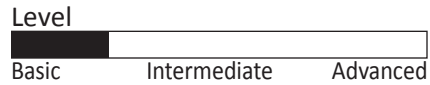
1. Using Microsoft Excel, create a new blank workbook.
2. Save the document as **Project E-3 Employee Roster** in the “Excel Projects” folder within the “Lawn Enforcement Projects” folder.
3. Key the data into the spreadsheet as it appears in **Spreadsheet E-3**. Unless otherwise noted, the font should be set to Arial 10 point.
4. Change the font size of cell A1 to 16 point.
5. Format cells A1 – E4 as bold.
6. Select all cells (*Shortcut: <CTRL>+A*) and format cells to text.
7. Format the width of columns A – C to 15, and format the width of columns D – E to 18.
8. Resave the file.
9. Carefully proofread your work for accuracy.
10. Set the Print Area to include all cells containing data in the spreadsheet.
11. Use Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
12. Print a copy of the spreadsheet if required by your instructor.

## Spreadsheet E-3

	A	B	C	D	E
1	Lawn Enforcement				
2	Employee Roster				
3					
4	LAST	FIRST	EMP ID#	JOB TITLE	PHONE
5	Sylvester	Judith	484738	President	x5187
6	Jones	Raymond	473288	Gardener	852-555-6954
7	Nguyen	Tui	738209	Admin Assistant	x5841
8	Aleman	Tito	835823	Sales Rep	678-555-2579
9	Forsythe	Ralph	381593	Gardener	995-555-4587
10	Higgins	Sheila	759145	Office Mgr	x9875
11	Chu	Tran	575287	Gardener	375-555-8456
12	Cruz	Hilda	584358	Web Master	124-555-9825
13	Marquez	Tony	458216	Gardener	985-555-5858
14	Anton	Talia	581358	Gardener	895-555-6789
15	Fredricks	Susan	246978	Gardener	456-555-8951
16	Munoz	Maria	849351	Receptionist	x7848
17	Forrester	James	786952	Gardener	585-555-9851
18	White	Olivia	289574	Gardener	895-555-5785
19	Whitmore	Kenneth	698542	Accountant	x5815
20	Anderson	Rhonda	369745	Admin Assistant	x9800

Project #: E-4

Excel Specialist



Project Title

## Top-Selling Products

### New Skills:

- Using the AutoFill feature to complete a number sequence
- Formatting cells



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**Excel Specialist**  
**Project #: E-4**

**Customer Name:** Jazz My Wheels

**Assigned to:** You, the MS Excel Specialist

**Project Title:** Top-Selling Products

**Date:** (current date, 20xx)

**Note:** Prior to beginning this project, review the Company Overview provided on page 17.

**Project Description**

Jazz My Wheels carries a line of products for car owners who want to add special enhancements to their vehicles. They have collected sales data for the last three months. They want to use this information to identify the top-selling products in rank order, from most popular to least popular. They will use this information to plan their inventory for the rest of the year.

**Your Job**

As the Microsoft Excel Specialist, you will create a spreadsheet with the sales data sorted and numbered to indicate the rank order of the products.

**Tips and Strategies**

1. Read all of the instructions before proceeding with the project.
2. Use the AutoFill feature to save time when completing the series of RANK numbers.

### Instructions to the MS Excel Specialist

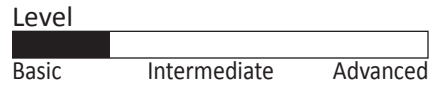
1. Using Microsoft Excel, create a new blank workbook.
2. Save the document as **Project E-4 Top-Selling Products** in the “Excel Projects” folder within the “Jazz My Wheels Projects” folder.
3. Key the data into the spreadsheet as it appears in **Spreadsheet E-4**. Unless otherwise noted, the font should be set to Arial 10 point.
4. Format row 1 as bold.
5. Format row 5 as bold.
6. Use the AutoFill feature to automatically complete the series of RANK numbers down column A to cell A26.
7. Left-align the data in cells A7 – A26.
8. Center-align the data in column C.
9. Format the width of column B to 30, and format the width of column C to 15.
10. Carefully proofread your work for accuracy.
11. Resave the file.
12. Set the Print Area to include all cells containing data in the spreadsheet.
13. Use Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
14. Print a copy of the spreadsheet if required by your instructor.

## Spreadsheet E-4

	A	B	C
1	Jazz My Wheels		
2			
3	The top-selling products for the last 3 months		
4			
5	RANK	PRODUCT CATEGORY	UNITS SOLD
6			
7	1	Interior Mirrors	971
8	2	Floor Mats	788
9		Navigation Systems	784
10		Key Chains	587
11		Interior Knobs & Vents	585
12		Shifter Kits & Knobs	584
13		Anti-Theft Devices	581
14		Dash Accent Kits	580
15		Door Lock Pins	568
16		Interior Decals	558
17		DVD & CD Carriers	557
18		Sunshades	492
19		Cell Phone Accessories	354
20		Steering Wheels & Covers	265
21		Door Handle Trim	258
22		Audio & Entertainment	257
23		Arm Rests & Covers	221
24		Safety Kits	215
25		Alarm Systems	158
26		Seats & Seat Covers	89

Project #: E-5

Excel Specialist



Project Title

## Employee Productivity Report

### New Skills:

- Using the AutoSum function
- Using the AutoFill feature to complete formulas
- Displaying formulas in a spreadsheet
- Sorting data in a spreadsheet



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**Excel Specialist**  
**Project #: E-5**

<b>Customer Name:</b> Squeaky Clean
<b>Assigned to:</b> You, the MS Excel Specialist
<b>Project Title:</b> Employee Productivity Report
<b>Date:</b> (current date, 20xx)

**Note:** Prior to beginning this project, review the Company Overview provided on page 15.

<b>Project Description</b>
Squeaky Clean’s recent marketing campaign has resulted in a dramatic increase in new customers. Management wants to determine if they need to hire additional housekeepers to handle the new business. They decided to evaluate the current employees’ productivity from the last three months to determine which employees have the capacity to add more homes to their monthly schedules.
<b>Your Job</b>
As the Microsoft Excel Specialist, you will create an Employee Productivity Report for Squeaky Clean.
<b>Tips and Strategies</b>
<ol style="list-style-type: none"><li>1. Read all of the instructions before proceeding with the project.</li><li>2. Use the AutoFill feature to save time when calculating totals.</li></ol>

### Instructions to the MS Excel Specialist

1. Using Microsoft Excel, create a new blank workbook.
2. Save the document as **Project E-5 Employee Productivity Report** in the “Excel Projects” folder within the “Squeaky Clean Projects” folder.
3. Key the data into the spreadsheet as it appears in **Spreadsheet E-5**. Unless otherwise noted, the font should be set to Arial 10 point.
4. Format cell A1 as 16 point bold.
5. Format cell A3 as bold.
6. Format cells A5 – F5 as bold and underlined.
7. Format the width of each column to 15.
8. Left-align the data in cells A6 – F24.
9. Enter a formula in cell F6 to find the total number of homes serviced by Rita Brown.

**Hint:** In cell F6, key =SUM(C6:E6).

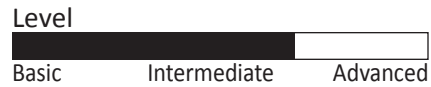
10. Use the AutoFill feature to automatically calculate the totals down column F to F24.
11. Sort the employees by their TOTAL scores in descending order (Z – A).
12. Display formulas in your spreadsheet by using <CTRL>+` to check for accuracy.
13. Carefully proofread your work for accuracy.
14. Resave the file.
15. Set the Print Area to include all cells containing data in the spreadsheet.
16. Use Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
17. Print a copy of the spreadsheet if required by your instructor.

## Spreadsheet E-5

	A	B	C	D	E	F
1	Squeaky Clean					
2						
3	Monthly Employee Productivity Report - Total Homes Serviced					
4						
5	LAST	FIRST	JANUARY	FEBRUARY	MARCH	TOTAL
6	Brown	Rita	16	18	20	<formula>
7	Hodges	Mindy	16	16	16	
8	Moreno	Lupe	14	18	15	
9	Chekov	Uri	36	34	31	
10	Buford	Cindy	33	35	33	
11	Henderson	Barbara	34	34	30	
12	Butler	Zack	30	30	30	
13	Evans	Lou Ann	28	28	27	
14	Tyler	Octavia	28	26	27	
15	Smith	Rebecca	24	27	26	
16	Nguyen	Thuy	27	25	24	
17	Antwon	Karin	25	25	23	
18	Estevez	Ana	21	24	24	
19	Hayes	Sierra	20	24	24	
20	Torres	Maria	22	22	22	
21	Ansen	Sylvia	25	20	20	
22	Lu	Zeng	18	22	22	
23	Miller	Todd	18	20	22	
24	Cruz	Angela	19	22	18	↓

Project #: E-6

## Excel Specialist



Project Title  
**Event Budget**

### New Skills:

- Using formulas to multiply, add, and subtract numbers
- Using parentheses in formulas
- Using cell references
- Changing page margins



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## Excel Specialist Project #: E-6

**Customer Name:** College Concierge

**Assigned to:** You, the MS Excel Specialist

**Project Title:** Event Budget

**Date:** (current date, 20xx)

**Note:** Prior to beginning this project, review the Company Overview provided on page 14.

### Project Description

College Concierge is handling production for University of Learning's Alumni Party during homecoming weekend. The event will include dinner, live entertainment, and an awards presentation. College Concierge charges a flat fee to run this event and needs to carefully budget their expenses to ensure a profit is made.

### Your Job

As the Microsoft Excel Specialist, you will create a budget spreadsheet that lists the projected expenses for the alumni event and add formulas to determine the estimated profit. College Concierge will use this document to manage their expenses as they prepare for University of Learning's event.

### Tips and Strategies

1. Read all of the instructions before proceeding with the project.
2. To format multiple rows, cells, or columns of data simultaneously when they are not located next to each other, hold the CTRL key as you select each row and then apply the formatting.

### Instructions to the MS Excel Specialist

1. Using Microsoft Excel, create a new blank workbook.
2. Save the document as **Project E-6 Event Budget** in the “Excel Projects” folder within the “College Concierge Projects” folder.
3. Key the data into the spreadsheet as it appears in **Spreadsheet E-6**. Unless otherwise noted, the font should be set to Arial 10 point.
4. Format cell A1 as 16 point bold.
5. Format cell A2 as 14 point bold.
6. Format rows 5, 9, 10, 16, 18, 24, 26, 30, 32, 36, 38, 41, 43, 46, 48, and 49 as bold and italic. Be sure that you have keyed the text in these rows using all caps.
7. Format the width of column A to 32.
8. Format the width of columns B, C, and D to 18.
9. Center-align column B and format it as Numbers displaying 0 decimal places.
10. Right-align columns C and D and format them as Currency displaying 2 decimal places.
11. Enter a formula in cell D6 to compute the Flat Rate Production Fee.

**Hint:** In cell D6, key  $=B6*C6$ .

12. Copy the formula in cell D6 and paste it in cells D11 – D15, D19 – D23, D27 – D29, D33 – D35, D39 – D40, and D44 – D45 to compute the totals for the remaining items in the budget.
13. Enter a formula in cell D16 to compute the total of the Site Costs.

**Hint:** In cell D16, key  $=SUM(D11:D15)$ .

14. Enter formulas in cells D24, D30, D36, D41, and D46 to compute the totals for the remaining expense categories as follows:

In cell D24, key  $=SUM(D19:D23)$ .

In cell D30, key  $=SUM(D27:D29)$ .

In cell D36, key  $=SUM(D33:D35)$ .

In cell D41, key  $=SUM(D39:D40)$ .

In cell D46, key  $=SUM(D44:D45)$ .

15. Enter a formula in cell D48 to compute the total expenses.

**Hint:** In cell D48, key  $=D16+D24+D30+D36+D41+D46$ .

16. Enter a formula to compute the Estimated Profit in cell D49 by subtracting the Total Expenses in cell D48 from the Total Income in cell D6.

**Hint:** In cell D49, key  $=D6-D48$ .

**Instructions to the MS Excel Specialist (Continued)**

17. Display formulas in your spreadsheet by using <CTRL>+` to check for accuracy.
18. Carefully proofread your work for accuracy.
19. Resave the file.
20. Set the Print Area to include all cells containing data in the spreadsheet.
21. Use Print Preview and adjust the Page Setup so that the spreadsheet fits on one page. Change the left and right margins to 0.5 inch. Change the top and bottom margins to 1 inch.
22. Print a copy of the spreadsheet if required by your instructor.

## Spreadsheet E-6

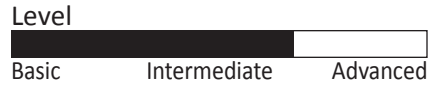
	A	B	C	D
1	College Concierge			
2	Budget for University of Learning's Alumni Homecoming Party			
3				
4				
5	INCOME	QUANTITY	RATE	TOTAL
6	Flat Rate Production Fee	1	50000	<formula>
7				
8				
9	EXPENSES	QUANTITY	RATE	TOTAL
10	SITE			
11	Room and hall fees	1	1200	<formula>
12	Production staff - 150 hrs x \$13	150	13	↓
13	Equipment Rental	1	350	↓
14	Tables	25	7	↓
15	Chairs	250	5	↓
16	TOTAL SITE COSTS			<formula>
17				
18	DECORATIONS			
19	Floral centerpieces	25	35	<formula>
20	Candle sets	25	5	↓
21	Lighting	1	320	↓
22	Balloon package	1	60	↓
23	Paper supplies	1	150	↓
24	TOTAL DECORATIONS			<formula>
25				
26	PUBLICITY			
27	Graphics Work	1	1500	<formula>
28	Photocopying/Printing	1	850	↓
29	Postage	1	280	↓
30	TOTAL PUBLICITY			<formula>
31				
32	REFRESHMENTS			
33	Food and drinks	250	10	<formula>
34	Linen tablecloths	35	8	↓
35	Staff and gratuities	40	100	↓
36	TOTAL REFRESHMENTS			<formula>
37				
38	PROGRAM			
39	Performers	2	8000	<formula>
40	Speakers	1	3000	↓
41	TOTAL PROGRAM			<formula>
42				
43	PRIZES			
44	Ribbons/Plaques/Trophies	5	125	<formula>
45	Gifts	250	15	↓
46	TOTAL PRIZES			<formula>
47				
48	TOTAL EXPENSES			<formula>
49	ESTIMATED PROFIT			<formula>





Project #: E-7

## Excel Specialist



Project Title

# Nutritional Facts

### New Skills:

- Formatting text direction
- Using text wrap within cells
- Using fill color



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**Excel Specialist**  
**Project #: E-7**

<b>Customer Name:</b> Lettuce-Do-Lunch
<b>Assigned to:</b> You, the MS Excel Specialist
<b>Project Title:</b> Nutritional Facts
<b>Date:</b> (current date, 20xx)

**Note:** Prior to beginning this project, review the Company Overview provided on page 16.

**Project Description**

Lettuce-Do-Lunch promotes its sandwiches and salads as great tasting, healthy, fast food choices. Customers have the option to customize their selections and make lighter choices to control their fat intake.

Lettuce-Do-Lunch also has rich desserts on its menu, providing options for customers to satisfy their cravings for sweets. Lettuce-Do-Lunch provides the nutritional information for its desserts so that customers can make informed decisions about eating these treats.

**Your Job**

As the Microsoft Excel Specialist, you will lay out and format the Nutrition Facts—Desserts chart according to the job instructions. The deli will use the Nutrition Facts—Desserts chart in the back of their menu.

**Tips and Strategies**

1. Read all of the instructions before proceeding with the project.
2. Fill colors should be light enough for readers to see the text clearly when printed.
3. Changing the text direction to an angle can help to maintain a standard column width in a document.

### Instructions to the MS Excel Specialist

1. Using Microsoft Excel, create a new blank workbook.
2. Save the document as **Project E-7 Nutritional Facts** in the “Excel Projects” folder within the “Lettuce-Do-Lunch Projects” folder.
3. Key the data into the spreadsheet as it appears in **Spreadsheet E-7**. Unless otherwise noted, the font should be set to Arial 10 point.
4. Change the font size of cell A1 to 16 point.
5. Format cells A3 – I3 as 14 point bold.
6. Format the height of row 3 to 120.
7. Change the text orientation in cells B3 – I3 to 60 degrees.
8. Change the shading to pale orange for cells A4 – I4, A6 – I6, A8 – I8, and A10 – I10.
9. Format the height of rows 4 – 11 to 20.
10. Format the width of column A to 27.
11. Carefully proofread your work for accuracy.
12. Resave the file.
13. Set the Print Area to include all cells containing data in the spreadsheet.
14. Use Print Preview and adjust the Page Setup so that the spreadsheet orientation is landscape and it fits on one page.
15. Print a copy of the spreadsheet if required by your instructor.

Spreadsheet E-7

	A	B	C	D	E	F	G	H	I
1	Nutrition Facts - Desserts								
2									
3	Item	Calories	Total Fat (g)	Saturated Fat (g)	Cholesterol (mg)	Sodium (mg)	Carbohydrate (g)	Fiber (g)	Protein (g)
4	Chocolate Chip Cookie	85	5	2	14	42	11	0	1
5	Peanut Butter Cookie	247	14	3	18	136	27	1	4
6	Chocolate Cake	286	8	1	1	211	52	0	3
7	Brownie	243	10	3	10	153	39	0	3
8	Carrot Cake	523	31	10	73	410	58	4	7
9	Cheesecake	514	32	20	158	404	48	1	8
10	White Chip Macadamia Cookie	327	18	7	46	153	38	1	4
11	Sugar Cookie	224	11	6	16	136	27	0	2

Project #: E-8

Excel Specialist



Project Title  
**Dessert Takeout Menu**

**New Skills:**

- Wrapping text within cells
- Merging cells
- Formatting cells to currency



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College Concierge

Squeaky Clean

Lawn Enforcement

**Excel Specialist**  
**Project #: E-8**

**Customer Name:** Lettuce-Do-Lunch

**Assigned to:** You, the MS Excel Specialist

**Project Title:** Dessert Takeout Menu

**Date:** (current date, 20xx)

**Note:** Prior to beginning this project, review the Company Overview provided on page 16.

**Project Description**

Lettuce-Do-Lunch is looking to increase sales of its desserts. They are about to launch a promotional campaign that will include television, radio, and print advertising along with signs, as well as dessert takeout menus in the restaurant and on their Web site. Many customers collect takeout menus from local restaurants and call in their orders so that they are ready for pickup when they arrive. Lettuce-Do-Lunch will display the dessert takeout menus at the entrance of the restaurant to provide customers with easy access to them on their way in and out of the restaurant.

**Your Job**

As the Microsoft Excel Specialist, you will format and lay out the nutritional information on the Dessert Takeout Menu.

**Tips and Strategies**

1. Read all of the instructions before proceeding with the project.
2. Carefully check your results after entering the formulas in the spreadsheet.

## Instructions to the MS Excel Specialist

1. Using Microsoft Excel, create a new blank workbook.
2. Save the document as **Project E-8 Dessert Takeout Menu** in the “Excel Projects” folder within the “Lettuce-Do-Lunch Projects” folder.
3. Key the data into the spreadsheet as it appears in **Spreadsheet E-8**. Unless otherwise noted, the font should be set to Arial 10 point.
4. Format the width of column A to 6.
5. Format the width of column B to 52.
6. Format the width of columns C, D, and E to 10.
7. Format column B as follows:
  - a. Format the Vertical Text alignment to the top.
  - b. Format the Text control to wrap text.
8. Merge cells A1 – E1.
9. Format row 1 to 20 point bold and center-aligned.
10. Merge cells A3 – E3.
11. Format row 3 to 16 point bold and center-aligned.
12. Format row 6 as bold and italic.
13. Right-align cells D6 and E6.
14. In rows 8, 11, 14, 17, 20, 23, 26, and 29, format each row to bold and the height to 21.
15. In rows 9, 12, 15, 18, 21, 24, 27, and 30, format the height to 39.
16. Format cells B9, B12, B15, B18, B21, B24, B27, and B30 as italic.
17. Select columns D and E and format as currency using the dollar sign symbol.
18. Enter a formula in cell E8 to compute the price for one dozen chocolate chip cookies at a 50% discount.  
**Hint:** In cell E8, key  $=D8*12*0.5$ .
19. Copy the formula in cell E8 and paste it in cells E11, E14, and E17.
20. Display formulas in your spreadsheet by using <CTRL>+` to check for accuracy.
21. Carefully proofread your work for accuracy.
22. Resave the file.
23. Set the Print Area to include all cells containing data in the spreadsheet.
24. Use Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
25. Print a copy of the spreadsheet if required by your instructor.



Spreadsheet E-8

	A	B	C	D	E
1	Lettuce-Do-Lunch				
2					
3	Dessert Takeout Menu				
4					
5					
6		This month, cookies are 50% off by the dozen		One	Dozen
7					
8	Chocolate Chip Cookie			1.75	<formula>
9	Basic and classic chocolate chip cookie served warm.				
10					
11	Peanut Butter Cookie			1.75	<formula>
12	Made with crunchy peanut butter and served warm.				
13					
14	White Chocolate Chip Macadamia Nut Cookie			1.75	<formula>
15	Made with generous chunks of macadamia nuts from Hawaii.				
16					
17	Sugar Cookie			1.75	<formula>
18	Shortbread-like cookie with delicate hint of almond.				
19					
20	Chocolate Cake			3.99	
21	Drizzled with warm chocolate sauce and topped with pecans.				
22					
23	Brownie			1.99	
24	Topped with homemade chocolate icing, this is a chewy, chocolate lover's delight!				
25					
26	Carrot Cake			2.99	
27	Made with freshly grated, locally grown carrots and cream cheese icing.				
28					
29	Cheesecake			3.99	
30	A traditional New York cheesecake with a scrumptious strawberry glaze.				

Project #: E-9

Excel Specialist



Project Title

## Accounts Payable

### New Skills:

- Formatting cells to percents
- Using average, maximum, and minimum formulas



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Squeaky Clean

Lettuce-Do-Lunch

Jazz My Wheels

## Excel Specialist Project #: E-9

**Customer Name:** Lawn Enforcement

**Assigned to:** You, the MS Excel Specialist

**Project Title:** Accounts Payable

**Date:** (current date, 20xx)

**Note:** Prior to beginning this project, review the Company Overview provided on page 18.

### Project Description

Lawn Enforcement has suppliers that they purchase from on a regular basis. Their business is growing and they plan to increase the quantities of their purchases from these suppliers. With the promise of increased business, Lawn Enforcement was able to negotiate purchase discounts from their top suppliers. Lawn Enforcement needs a new format for their accounts payable spreadsheet that factors in the new purchase discounts.

### Your Job

As the Microsoft Excel Specialist, you will create and format an accounts payable spreadsheet. The company will use this document to determine how much they owe their suppliers.

### Tips and Strategies

1. Read all of the instructions before proceeding with the project.
2. Carefully check your results after entering the formulas in the spreadsheet.

### Instructions to the MS Excel Specialist

1. Using Microsoft Excel, create a new blank workbook.
2. Save the document as **Project E-9 Accounts Payable** in the “Excel Projects” folder within the “Lawn Enforcement Projects” folder.
3. Key the data into the spreadsheet as it appears in **Spreadsheet E-9**. Unless otherwise noted, the font should be set to Arial 10 point.
4. Change the font size of cell A1 to 16 point bold.
5. Change the font size of cell A2 to 14 point bold.
6. Format rows 5 and 6 as bold. Be sure that the text you keyed in these rows is in all caps.
7. Format the width of column A to 30 and left-align.
8. Format the width of column B to 15 and right-align.
9. Format column B as numbers displaying 2 decimal places.
10. Format the width of column C to 15 and center-align.
11. Format cells C8 – C33 as percentages displaying 0 decimal places.
12. Format the width of columns D – G to 15 and right-align.
13. Format cells D8 – D33 as numbers displaying 2 decimal places.
14. Enter a formula in cell D8 that will compute the PURCHASE DISCOUNT.  
**Hint:** In cell D8, key  $=B8*C8$ .
15. Enter a formula in cell E8 that will compute the SUBTOTAL.  
**Hint:** In cell E8, key  $=B8-D8$ .
16. Enter a formula in cell F8 that will compute the SALES TAX (assuming the sales tax rate is 6%).  
**Hint:** In cell F8, key  $=E8*6\%$ .
17. Enter a formula in cell G8 that will compute the AMOUNT OWED.  
**Hint:** In cell G8, key  $=E8+F8$ .
18. Use the AutoFill feature to copy the formulas in columns D through G down for the remaining companies.
19. Enter a formula in cell B35 that will compute the total for column B.  
**Hint:** In cell B35, key  $=SUM(B8:B33)$ .

**Instructions to the MS Excel Specialist (Continued)**

20. Enter a formula in cell B36 that will compute the AVERAGE for column B.

**Hint:** =AVERAGE(B8:B33).

21. Enter a formula in cell B37 that will compute the MAXIMUM for column B.

**Hint:** =MAX(B8:B33).

22. Enter a formula in cell B38 that will compute the MINIMUM for column B.

**Hint:** =MIN(B8:B33).

23. Copy the formulas in cells B35 – B38 and paste them in cells D35 – D38, E35 - E38, F35 - F38, and G35 - G38.

24. Bold rows 35 – 38. Be sure that the text you keyed in these rows is in all caps.

25. Display formulas in your spreadsheet by using <CTRL>+` to check for accuracy.

26. Carefully proofread your work for accuracy.

27. Resave the file.

28. Set the Print Area to include all cells containing data in the spreadsheet.

29. Use Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.

30. Print a copy of the spreadsheet if required by your instructor.

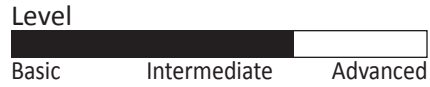
Spreadsheet E-9

	A	B	C	D	E	F	G
1	Lawn Enforcement						
2	Accounts Payable						
3							
4							
5		AMOUNT	%	PURCHASE			AMOUNT
6	COMPANY	OWED	DISCOUNT	DISCOUNT	SUBTOTAL	SALES TAX	OWED
7							
8	Frank's Gardens	445	0.03	<formula>	<formula>	<formula>	<formula>
9	Horticultural Tool & Supply	875	0.04				
10	Home Depot	625	0.05				
11	Lowe's	845	0.03				
12	Walmart	753	0.02				
13	Organic Plant Health	126	0.04				
14	Plantmeds	523	0.05				
15	Ace Hardware	542	0.06				
16	Gardens Alive	521	0.02				
17	Scotts	684	0.03				
18	Blue Bird Hardware	375	0.05				
19	Peaceful Ponds	1257	0.07				
20	Gemplers	157	0.04				
21	Target	460	0.03				
22	Lesco	587	0.04				
23	Earth Materials	456	0.02				
24	Planet Natural	879	0.04				
25	Extremely Green	575	0.05				
26	Rayfield Hardware	250	0.05				
27	Neeps	982	0.04				
28	Mowers Direct	1740	0.04				
29	Jack's Small Engines	687	0.05				
30	John Deere	575	0.04				
31	Lawn Mower Pros	442	0.05				
32	Sears	542	0.04				
33	Green Scene	214	0.04	↓	↓	↓	↓
34							
35	TOTALS	<formula>		<formula>	<formula>	<formula>	<formula>
36	AVERAGE	<formula>		<formula>	<formula>	<formula>	<formula>
37	MAXIMUM	<formula>		<formula>	<formula>	<formula>	<formula>
38	MINIMUM	<formula>		<formula>	<formula>	<formula>	<formula>



Project #: E-10

Excel Specialist



Project Title

## Inventory Markup

### New Skills:

- Using the Count function
- Using the AutoFormat feature



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Lawn Enforcement



**Excel Specialist**  
**Project #: E-10**

<b>Customer Name:</b> Jazz My Wheels
<b>Assigned to:</b> You, the MS Excel Specialist
<b>Project Title:</b> Inventory Markup
<b>Date:</b> (current date, 20xx)

**Note:** Prior to beginning this project, review the Company Overview provided on page 17.

<b>Project Description</b>
Jazz My Wheels is adding new products to its line of exterior and interior car accessories. They need to determine how the inventory should be marked up by both dollars and percents. They will use this information to set prices on the merchandise.
<b>Your Job</b>
As the Microsoft Excel Specialist, you will create a spreadsheet to determine how the inventory should be marked up by both dollars and percents.
<b>Tips and Strategies</b>
<ol style="list-style-type: none"><li>1. Read all of the instructions before proceeding with the project.</li><li>2. Carefully check your results after entering the formulas in the spreadsheet.</li></ol>

### Instructions to the MS Excel Specialist

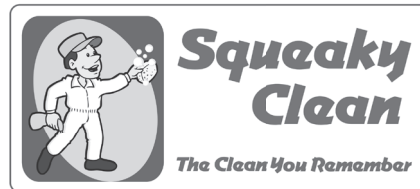
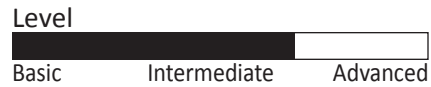
1. Using Microsoft Excel, create a new blank workbook.
2. Save the document as **Project E-10 Inventory Markup** in the “Excel Projects” folder within the “Jazz My Wheels Projects” folder.
3. Key the data into the spreadsheet as it appears in **Spreadsheet E-10**. Unless otherwise noted, the font should be set to Arial 10 point.
4. Select cells E8 – G29 and format them as currency with 2 decimal places.
5. Format cells H8 – H29 as percentages displaying 2 decimal places.
6. Enter a formula in cell G8 that will subtract the UNIT COST from the SELLING PRICE.  
*Hint: In cell G8, key =F8-E8.*
7. Enter a formula in cell H8 that will divide the \$ MARKUP by the UNIT COST.  
*Hint: In cell H8, key =G8/E8.*
8. Copy the formula in cell G8 and paste it into cells G9 – G17 and G20 – G28.
9. Copy the formula in cell H8 and paste it into cells H9 – H17 and H20 – H28.
10. Enter formulas in cells B18 and B29 to determine the number of items for exterior accessories and for interior accessories as follows:  
In cell B18, key =COUNT(B8:B17).  
In cell B29, key =COUNT(B20:B28).
11. Select cells A1 – H29 and set the AutoFormat feature to “List 2.”  
*Note: If “List 2” is not an option, select an alternate AutoFormat style to apply to the above cells. Although readily available in earlier versions, Microsoft did not include AutoFormat on the ribbon in Excel 2007. To use the AutoFormat feature in Excel 2007, you must add the AutoFormat button to the Quick Access Toolbar.*
12. Display formulas in your spreadsheet by using <CTRL>+` to check for accuracy.
13. Carefully proofread your work for accuracy.
14. Resave the file.
15. Set the Print Area to include all cells containing data in the spreadsheet.
16. Use Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
17. Print a copy of the spreadsheet if required by your instructor.

Spreadsheet E-10

A	B	C	D	E	F	G	H
1	Jazz My Wheels						
2	Markup Schedule						
3							
4							
5	ITEM	ITEM	MAKE	UNIT COST	SELLING PRICE	\$ MARKUP	% MARKUP
6	NUMBER						
7							
8	Exterior Accessories	59813457 Retro Style Billet Grille	PT Cruiser	176	281.6	<formula>	<formula>
9		15793578 Hood Vent	Corvette	32	48		
10		25493572 Rear Spoiler	Mustang	146	248.2		
11		58134759 Removable Roof Rack	PT Cruiser	42	58.8		
12		15793584 Headlight Covers	Chrysler 300	17	27.2		
13		35812492 Rear Hatch Accent Strip	PT Cruiser	14	22.4		
14		57905428 Splash Guards	Corvette	21	35.7		
15		58143579 Roof Mount Bike Carrier	Mustang	34	57.8		
16		65497845 Front End and Hood Cover	PT Cruiser	51	76.5		
17		25807456 Backup Sensors	Chrysler 300	43	68.8		
18	Total Items	<formula>					
19							
20	Interior Accessories	48751358 Satellite Receiver Kit	Chrysler 300	177	300.9	<formula>	<formula>
21		24586897 Door Sill Plate	PT Cruiser	16	25.6		
22		58784596 Climate Control Knobs	Mustang	17	25.5		
23		58468752 Dash Accent Kits	Corvette	44	74.8		
24		25489635 Polished Oval Mirror	PT Cruiser	15	22.5		
25		78495135 Alarm Systems	Corvette	52	83.2		
26		25794583 Carpeted Floor Mats	Mustang	31	49.6		
27		54789824 Double Wide Arm Rest	PT Cruiser	52	88.4		
28		45879512 Custom Leather Seat Covers	PT Cruiser	40	40		
29	Total Items	<formula>					

Project #: E-11

## Excel Specialist



Project Title  
**Sales Projection**

### New Skills:

- Using absolute cell reference in a formula
- Using the AutoFill feature to complete a number sequence



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Jazz My Wheels

**Excel Specialist**  
**Project #: E-11**

**Customer Name:** Squeaky Clean

**Assigned to:** You, the MS Excel Specialist

**Project Title:** Sales Projection

**Date:** (current date, 20xx)

**Note:** Prior to beginning this project, review the Company Overview provided on page 15.

**Project Description**

Squeaky Clean increased their sales by 15 percent this past year as a result of an aggressive marketing campaign. It was so successful that they plan to run it again in January. They are even considering franchising Squeaky Clean, now that they have proven the business is profitable. Management wants a sales projection for the coming year that they can show to potential franchisors.

**Your Job**

As the Microsoft Excel Specialist, you will use the year-end sales figures and percentage of projected growth to calculate a sales projection for Squeaky Clean.

**Tips and Strategies**

1. Read all of the instructions before proceeding with the project.
2. When numbers in a column include decimal points, it is easier to read the numbers if the decimal points are aligned.

### Instructions to the MS Excel Specialist

1. Using Microsoft Excel, create a new blank workbook.
2. Save the document as **Project E-11 Sales Projection** in the “Excel Projects” folder within the “Squeaky Clean Projects” folder.
3. Key the data into the spreadsheet as it appears in **Spreadsheet E-11**. Unless otherwise noted, the font should be set to Arial 10 point.
4. Format cell A1 as 16 point bold.
5. Format rows 3, 5, and 6 as bold.
6. Format the width of column A to 29.
7. Format the width of columns B – E to 18 and right-align.
8. Format cells B7 – D16 as numbers displaying 2 decimal places.
9. Format cells in column E as percentages displaying 2 decimal places.
10. Enter a formula in cell B18 to compute the total SALES THIS YEAR.  
*Hint: In cell B18, key =Sum(B7:B16).*
11. Enter a formula in cell C7 to compute the PROJECTED 15% GROWTH.  
*Hint: In cell C7, key =15%\*B7.*
12. Use the AutoFill feature to copy the formula down column C to C16.
13. Enter a formula in cell D7 to compute the SALES NEXT YEAR.  
*Hint: In cell D7, key =B7+C7.*
14. Use the AutoFill feature to copy the formula down column D to D16.
15. Using absolute cell reference, enter a formula in cell E7 to compute the % OF SALES.  
*Hint: In cell E7, key =B7/\$B\$18.*
16. Use the AutoFill feature to copy the formula down column E to E16.
17. Use the AutoFill feature to copy the formula from cell B18 across to TOTALS columns C – E.
18. Display formulas in your spreadsheet by using <CTRL>+` to check for accuracy.
19. Carefully proofread your work for accuracy.
20. Resave the file.
21. Set the Print Area to include all cells containing data in the spreadsheet.
22. Use Print Preview and adjust the Page Setup so that the spreadsheet orientation is landscape and it fits on one page.
23. Print a copy of the spreadsheet if required by your instructor.

Spreadsheet E-11

	A	B	C	D	E
1	Squeaky Clean				
2					
3	Annual Sales Forecast				
4					
5		SALES	PROJECTED	SALES	% OF
6	SERVICES	THIS YEAR	15% GROWTH	NEXT YEAR	SALES
7	Weekly basic cleaning	29808.80	<formula>	<formula>	<formula>
8	Bi-monthly basic cleaning	21000.24			
9	Monthly basic cleaning	5280.56			
10	Bi-annual deep cleaning	12150.78			
11	Window cleaning	5400.62			
12	Move-in/move-out cleaning	23700.52			
13	Carpet cleaning	27000.46			
14	Laundry	7200.22			
15	Oven cleaning (inside)	3600.78			
16	Refrigerator cleaning (inside)	8400.36			
17					
18	TOTALS	<formula>	<formula>	<formula>	<formula>

Project #: E-12

## Excel Specialist



Project Title

# Football Player Statistics

### New Skills:

- Dividing numbers in a formula
- Increasing decimal places
- Using the SUM function



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### Excel Specialist Project #: E-12

**Customer Name:** College Concierge

**Assigned to:** You, the MS Excel Specialist

**Project Title:** Football Player Statistics

**Date:** (current date, 20xx)

**Note:** Prior to beginning this project, review the Company Overview provided on page 14.

#### Project Description

College Concierge is developing a Web page for University of Learning's Web site. This page is for the university's athletics department. To build excitement about the upcoming homecoming game, they want to post individual player statistics on the Internet.

#### Your Job

As the Microsoft Excel Specialist, you will create a spreadsheet that displays player statistics for University of Learning's football team. You will need to use formulas to calculate totals and averages for each player's individual results.

#### Tips and Strategies

1. Read all of the instructions before proceeding with the project.
2. Whenever you create a spreadsheet, be consistent in the manner in which you input the data. In this case, be sure to key each player's last name, followed by a comma, and then the player's first name.

### Instructions to the MS Excel Specialist

1. Using Microsoft Excel, create a new blank workbook.
2. Save the document as **Project E-12 Football Player Statistics** in the “Excel Projects” folder within the “College Concierge Projects” folder.
3. Key the data into the spreadsheet as it appears in **Spreadsheet E-12**. Unless otherwise noted, the font should be set to Arial 10 point.
4. Change the font size of cell A1 to 16 point.
5. Format the width of column A to 25 and left-align.
6. Format the width of columns B and G to 12, and format the width of columns C, D, and F to 17.
7. Format the width of column E to 20.
8. Bold rows 1, 3, 4, 14, 16, 17, and 27.
9. Underline the text in rows 4 and 17.
10. Center-align columns B – G.
11. Format cells E5 – F14 and E18 – F27 to display 2 decimals.
12. Enter a formula in cell E5 to compute the YARDS/RUSH (yards per rush).  
*Hint: In cell E5, key =D5/C5.*
13. Enter a formula in cell F5 to compute the YARDS/G (yards per game).  
*Hint: In cell F5, key =D5/B5.*
14. Use the AutoFill feature to copy the formulas down columns E and F from row 5 to row 13.
15. Enter a formula in cell E18 to compute the YARDS/RECPTS (yards per reception).  
*Hint: In cell E18, key =D18/C18.*
16. Enter a formula in cell F18 to compute the YARDS/G.  
*Hint: In cell F18, key =D18/B18.*
17. Use the AutoFill feature to copy the formulas down columns E and F from row 18 to row 26.

**Instructions to the MS Excel Specialist (Continued)**

18. Use the SUM function to compute the Totals for cells B14, C14, D14, G14, B27, C27, D27, and G27 as follows:

In cell B14, key =SUM(B5:B13).

In cell C14, key =SUM(C5:C13).

In cell D14, key =SUM(D5:D13).

In cell G14, key =SUM(G5:G13).

In cell B27, key =SUM(B18:B26).

In cell C27, key =SUM(C18:C26).

In cell D27, key =SUM(D18:D26).

In cell G27, key =SUM(G18:G26).

19. Enter a formula in cell E14 to compute the total YARDS divided by the total number of RUSHES.

**Hint:** In cell E14, key =D14/C14.

20. Enter a formula in cell F14 to compute the total YARDS divided by the total number of games.

**Hint:** In cell F14, key =D14/15.

21. Enter a formula in cell E27 to compute the total YARDS divided by the total number of RECPTS (receptions).

**Hint:** In cell E27, key =D27/C27.

22. Enter a formula in cell F27 to compute the total YARDS divided by the total number of games.

**Hint:** In cell F27, key =D27/15.

23. Display formulas in your spreadsheet by using <CTRL> + ` to check for accuracy.

24. Carefully proofread your work for accuracy.

25. Resave the file.

26. Set the Print Area to include all cells containing data in the spreadsheet.

27. Use Print Preview and adjust the Page Setup so that the spreadsheet orientation is landscape and it fits on one page.

28. Print a copy of the spreadsheet if required by your instructor.

Spreadsheet E-12

	A	B	C	D	E	F	G
1	UNIVERSITY OF LEARNING FOOTBALL PLAYER STATISTICS						
2							
3	RUSHING						
4	PLAYERS	G	RUSHES	YARDS	YARDS/RUSH	YARDS/G	TD
5	Morris, Antwon	15	140	460	<formula>	<formula>	3
6	Jensen, Ralph	10	101	404			4
7	Young, Felix	11	93	325			0
8	Schmidt, Dolph	9	83	280			0
9	Dixon, Tye	7	40	160			0
10	Stein, Chuck	2	25	100			0
11	Washington, Darian	3	3	56			0
12	Wilson, Pete	6	12	48			1
13	Munoz, Raphael	6	11	44			2
14	Total:	<formula>	<formula>	<formula>	<formula>	<formula>	<formula>
15							
16	RECEIVING						
17	PLAYERS	G	RECPTS	YARDS	YARDS/RECPTS	YARDS/G	TD
18	Whitmore, Tony	15	47	458	<formula>	<formula>	7
19	Hicks, Duane	12	38	389			4
20	Bordeau, Dave	5	18	320			2
21	Christian, Scott	4	12	258			3
22	Harvey, Dwight	11	8	189			1
23	Moore, Talton	8	3	52			0
24	Brady, Ed	5	3	48			0
25	Ferguson, Ray	6	1	39			0
26	Cowell, Chris	3	2	25			0
27	Total:	<formula>	<formula>	<formula>	<formula>	<formula>	<formula>



Project #: E-13

## Excel Specialist

Level

Basic

Intermediate

Advanced



Project Title

## Most Popular Services

### New Skills:

- Creating a pie chart
- Formatting a chart
- Naming a worksheet



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**Excel Specialist**  
**Project #: E-13**

**Customer Name:** Lawn Enforcement

**Assigned to:** You, the MS Excel Specialist

**Project Title:** Most Popular Services

**Date:** (current date, 20xx)

**Note:** Prior to beginning this project, review the Company Overview provided on page 18.

**Project Description**

The management at Lawn Enforcement is preparing for an annual planning session. One of the things they want to review is whether they have the best mix of services to maximize profits. They want to identify which services are the most popular and how popular they are relative to one another. They want to see this information displayed visually in a pie chart.

**Your Job**

As the Microsoft Excel Specialist, you will create a spreadsheet that lists Lawn Enforcement's most popular services. You will then use the spreadsheet data to create a pie chart. Enhance the pie chart by changing colors and fonts.

**Tips and Strategies**

1. Read all of the instructions before proceeding with the project.
2. Microsoft Excel has built-in tools to generate great-looking charts and graphs, and you have the ability to choose your own color palette, font styles, and sizes for them.

### Instructions to the MS Excel Specialist

1. Using Microsoft Excel, create a new blank workbook.
2. Save the document as **Project E-13 Most Popular Services** in the “Excel Projects” folder within the “Lawn Enforcement Projects” folder.
3. Key the data into the spreadsheet as it appears in **Spreadsheet E-13.1**. Unless otherwise noted, the font should be set to Arial 10 point.
4. Change the font size of cell A1 to 16 point.
5. Format cells A1 – B3 as bold.
6. Format the width of column A to 26.
7. Format the width of column B to 20.
8. Create a 2D pie chart using the data in cells A4 – B9.
9. Format the style of the chart as follows:
  - a. Enter the chart title as “Most Popular Lawn Care Services” above the chart.
  - b. Display the legend to the right of the pie chart.
  - c. Show no data labels.
  - d. Save the chart as a new sheet. Name the new sheet **Project E-13 Pie Chart**.
10. Format the Chart Area with a background fill color of light orange.
11. Format the colors of each piece of the pie chart as follows:
  - a. Lawn Care: light blue
  - b. Tree and Shrub Care: orange
  - c. Pest Control: blue
  - d. Weed Control: green
  - e. Lawn Maintenance: red
  - f. Power Seeding: yellow
12. Format the chart’s legend background color to olive green and change the font size to 16.
13. Format the chart’s title to blue and change the font size to 24 point and bold.
14. When formatted, your chart should look similar to the one shown in **Pie Chart E-13.2**.



**Instructions to the MS Excel Specialist (Continued)**

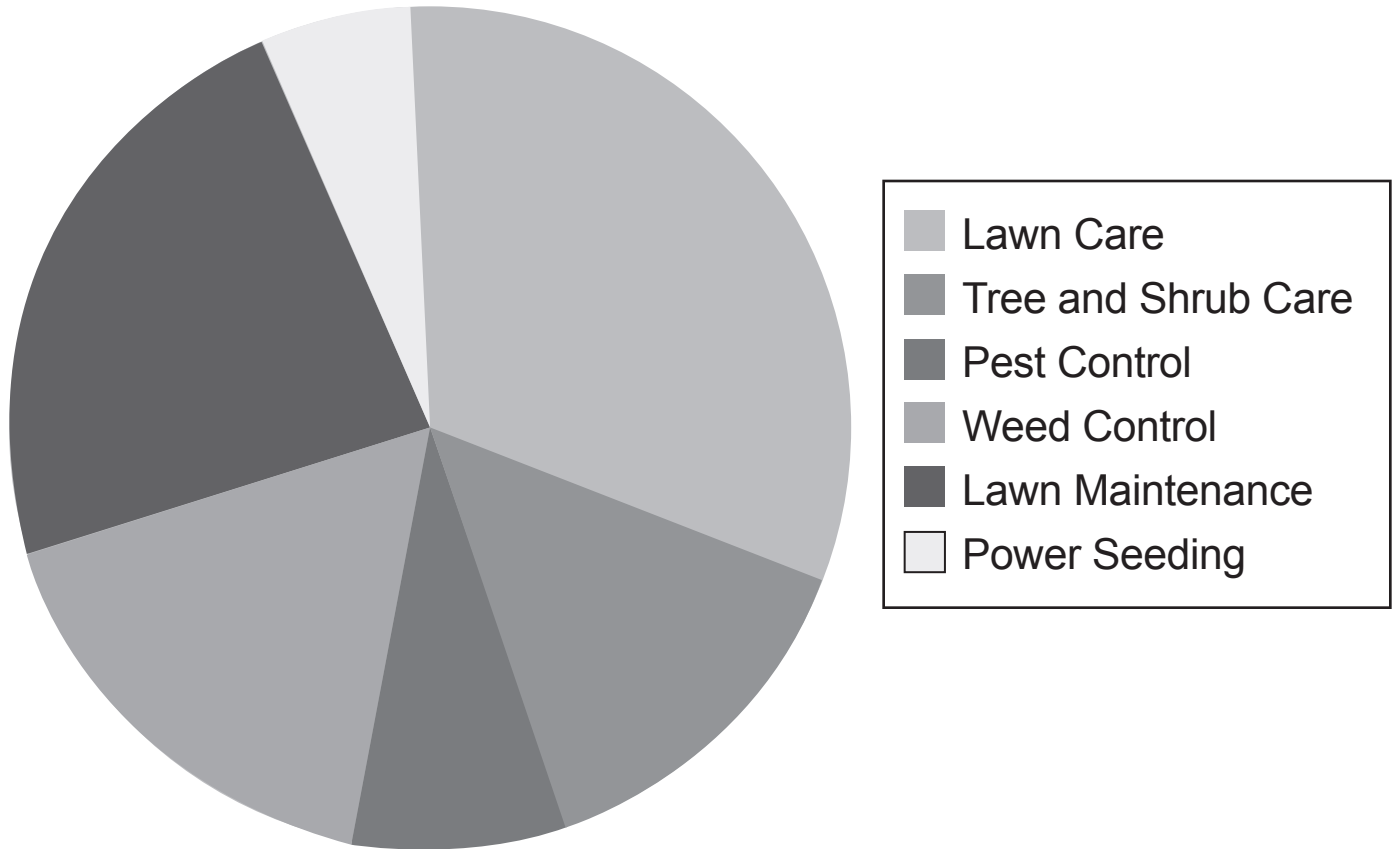
15. Carefully proofread your work for accuracy.
16. Resave the file.
17. Set the Print Area to include all cells containing data in the spreadsheet.
18. Use Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
19. Print a copy of the spreadsheet and the pie chart if required by your instructor.

**Spreadsheet E-13.1**

	A	B
1	Most Popular Lawn Care Services	
2		
3	SERVICES	TOP SIX
4	Lawn Care	32
5	Tree and Shrub Care	12
6	Pest Control	8
7	Weed Control	18
8	Lawn Maintenance	25
9	Power Seeding	5

Pie Chart E-13.2

## Most Popular Lawn Care Services





Project #: E-14

Excel Specialist

Level

Basic

Intermediate

Advanced



Project Title

## Sales History Chart

### New Skills:

- Creating a line chart
- Selecting cells using multiple ranges
- Using the fill effects feature in a chart



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## Excel Specialist Project #: E-14

**Customer Name:** Jazz My Wheels

**Assigned to:** You, the MS Excel Specialist

**Project Title:** Sales History Chart

**Date:** (current date, 20xx)

**Note:** Prior to beginning this project, review the Company Overview provided on page 17.

### Project Description

The corporate communications department at Jazz My Wheels is preparing an Annual Report. Jazz My Wheels has been in business for six years and the report will highlight the company's history of steady growth in sales revenue. The communications department wants to present this in a visually appealing way, so use a colorful line chart to tell the story.

### Your Job

As the Microsoft Excel Specialist, you will create a spreadsheet that lists Jazz My Wheels' sales history. You will use the spreadsheet data to create a colorful line chart.

### Tips and Strategies

1. Read all of the instructions before proceeding with the project.
2. Data can easily be shown as a bar chart in Microsoft Excel. Using the Charts tab (or Insert, Chart from the drop-down menu), select the type of chart you want to insert.

### Instructions to the MS Excel Specialist

1. Using Microsoft Excel, create a new blank workbook.
  2. Save the document as **Project E-14 Sales History Chart** in the “Excel Projects” folder within the “Jazz My Wheels Projects” folder.
  3. Key the data into the spreadsheet as it appears in **Spreadsheet E-14.1**. Unless otherwise noted, the font should be set to Arial 10 point.
  4. Change the font size of cell A1 to 16 point.
  5. Format cells A1 – B3 as bold.
  6. Format the width of column A to 10 and right-align cells A4 – A9.
  7. Format the width of column B to 36.
  8. Select column C and format it as currency. Decrease decimal places to 0.
  9. Format the width of column C to 22.
  10. Create a line chart using the data in cells A3 – A9 and C3 – C9 simultaneously.
- Hint:** To do this, select cells A3 – A9, and then hold down <CTRL> and select cells C3 – C9. Both cell ranges should be selected.*
11. Insert a 2D line chart and select Line with Markers for the Chart sub-type.
  12. Edit the chart title as “Jazz My Wheels Sales History,” the title for the vertical axis as “ANNUAL GROSS SALES,” and the title for the horizontal axis as “YEARS IN BUSINESS.”
  13. Rotate the Primary Vertical Axis Title.
  14. Display the legend to the right of the chart.
  15. Format the Vertical (Value) Axis as currency with decimal places to 0.
  16. Save the chart as a new sheet. Name the new sheet **Project E-14 Line Chart**.
  17. Format the style and colors in the line chart as follows:
    - a. Change the background color of the chart using the Fill Effects feature. Choose a Gradient effect with two colors. Set Color 1 to blue and Color 2 to light pink with horizontal shading style.
    - b. Change the background color of the Plot Area to peach.
    - c. Change the font size of the chart title to 20 point.

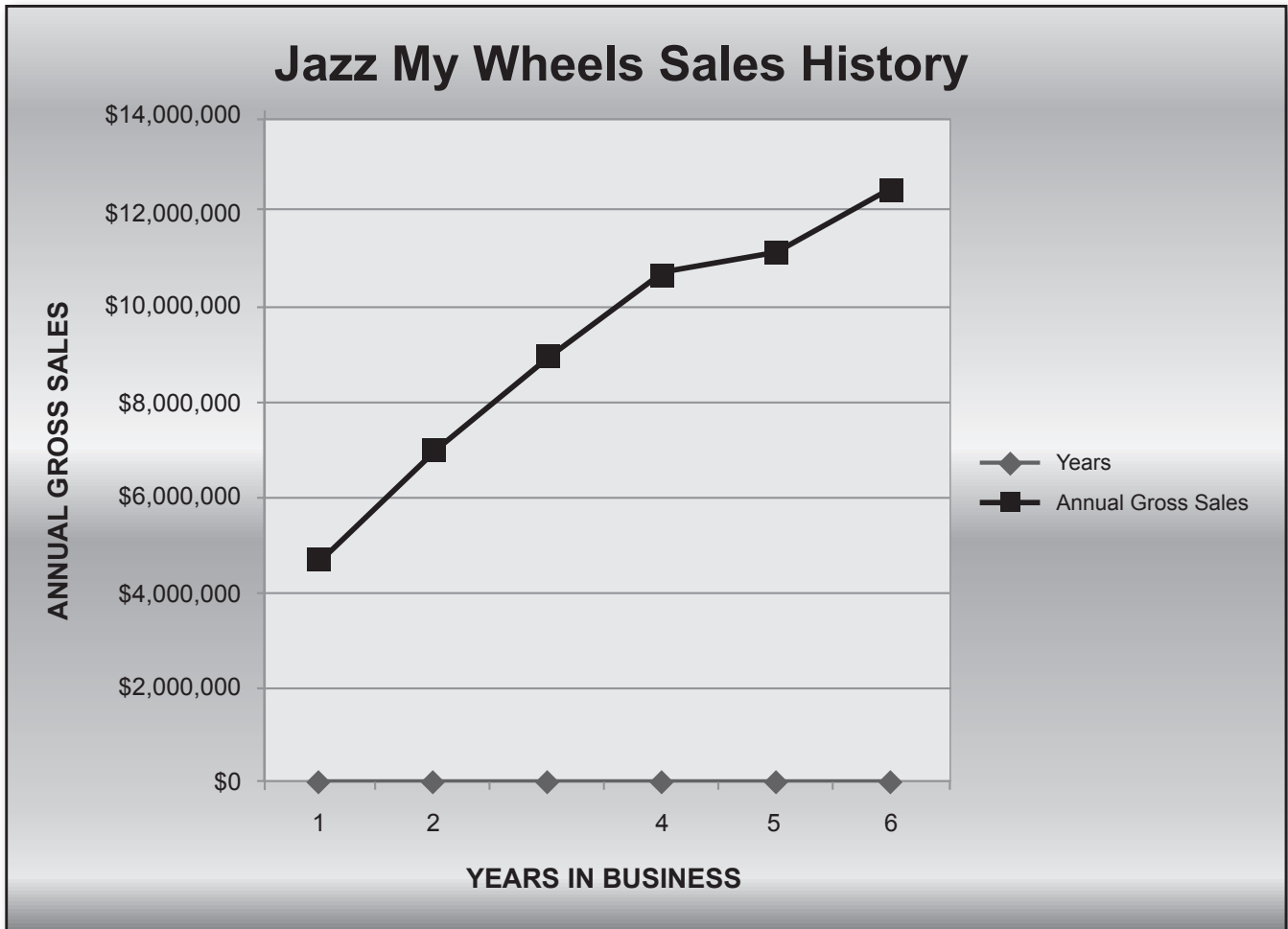
**Instructions to the MS Excel Specialist (Continued)**

18. When formatted, your chart should look similar to the one shown in **Line Chart E-14.2**.
19. Carefully proofread your work for accuracy.
20. Resave the file.
21. Print a copy of the spreadsheet and the line chart if required by your instructor.

**Spreadsheet E-14.1**

	A	B	C	D
1	Jazz My Wheels Sales History			
2				
3	Years	Milestones	Annual Gross Sales	
4	1	Startup - custom service only	4587431	
5	2	Increased sales team by 25%	6879410	
6	3	Started TV advertising	8871542	
7	4	Added retail store	10587234	
8	5	Sponsored 5 car clubs	11025485	
9	6	Created online auto parts store	12335895	

Line Chart E-14.2







Project #: E-15

## Excel Specialist

Level

Basic

Intermediate

Advanced



### Project Title

# Sales Forecast Chart

#### New Skills:

- Creating a bar chart
- Aligning text in a chart

**Important Note:** Prior to beginning this project, Project E-11 must be completed.



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## Excel Specialist Project #: E-15

**Customer Name:** Squeaky Clean

**Assigned to:** You, the MS Excel Specialist

**Project Title:** Sales Forecast Chart

**Date:** (current date, 20xx)

**Note:** Prior to beginning this project, review the Company Overview provided on page 15.

### Project Description

An account executive at Squeaky Clean has been using the sales forecast spreadsheet in presentations and planning meetings. However, she finds that some people digest information more easily if they see it in a more visually appealing format, such as a chart or a graph. She requests that The Office Specialist.com use the spreadsheet data to create a bar chart.

### Your Job

As the Microsoft Excel Specialist, you will use the sales forecast spreadsheet to create a bar chart that displays Squeaky Clean's percentage of sales.

### Tips and Strategies

1. Read all of the instructions before proceeding with the project.
2. Charts and graphs can often tell a story more quickly than rows and columns of data in a spreadsheet.

### Instructions to the MS Excel Specialist

1. Using Microsoft Excel, open the document **Project E-11 Sales Projection** in the “Excel Projects” folder within the “Squeaky Clean Projects” folder. The sales forecast is shown for reference in **Spreadsheet E-15.1**.
2. Save the document as **Project E-15 Sales Forecast Chart** in the “Excel Projects” folder within the “Squeaky Clean Projects” folder.
3. Hide the formulas in the chart by using <CTRL>+` (if necessary).
4. Create a bar chart using the data in cells A6 – A16 and E6 – E16 simultaneously.  
*Hint: To do this, select cells A6 – A16, and then hold down <CTRL> and select cells E6 – E16. Both cell ranges should be selected.*
5. Select Bar for the chart type and Clustered Bar for the chart sub-type.
6. Enter the chart title as “Services as Percentage of Sales,” the title for the horizontal axis as “Services,” and the title for the vertical axis as “Percentages.”
7. Rotate the vertical axis.
8. Display the legend to the right of the chart.
9. Show no data labels.
10. Save the chart as a new sheet. Name the new sheet **Project E-15 Sales Forecast**.
11. Format the style of the chart as follows:
  - a. Change the font size of the services to 11 point.
  - b. Change the font size of the chart title to 16 point bold.
  - c. Change the text alignment of the services to 10 degrees.
12. When formatted, your chart should look similar to the one shown in **Bar Chart E-15.2**.
13. Carefully proofread your work for accuracy.
14. Resave the file.
15. Print a copy of the spreadsheet and the bar chart if required by your instructor.

## Spreadsheet E-15.1

	A	B	C	D	E
1	<b>Squeaky Clean</b>				
2					
3	<b>Annual Sales Forecast</b>				
4					
5		<b>SALES</b>	<b>PROJECTED</b>	<b>SALES</b>	<b>% OF</b>
6	<b>SERVICES</b>	<b>THIS YEAR</b>	<b>15% GROWTH</b>	<b>NEXT YEAR</b>	<b>SALES</b>
7	Weekly basic cleaning	29808.80	4471.32	34280.12	20.77%
8	Bi-monthly basic cleaning	21000.24	3150.04	24150.28	14.63%
9	Monthly basic cleaning	5280.56	792.08	6072.64	3.68%
10	Bi-annual deep cleaning	12150.78	1822.62	13973.40	8.46%
11	Window cleaning	5400.62	810.09	6210.71	3.76%
12	Move-in/move-out cleaning	23700.52	3555.08	27255.60	16.51%
13	Carpet cleaning	27000.46	4050.07	31050.53	18.81%
14	Laundry	7200.22	1080.03	8280.25	5.02%
15	Oven cleaning (inside)	3600.78	540.12	4140.90	2.51%
16	Refrigerator cleaning (inside)	8400.36	1260.05	9660.41	5.85%
17					
18	<b>TOTALS</b>	<b>143543.34</b>	<b>21531.50</b>	<b>165074.84</b>	<b>100.00%</b>

Bar Chart E-15.2

