# Competency Assessments

## Project 8-1: Music Store Annual Sales Sheet

You are performing accounting for a chain of sheet music and collectable CD stores throughout the state. In this project, you rename a worksheet, use the Name box to navigate a worksheet, and copy an existing worksheet.

**GET READY. LAUNCH Excel if it is not already running.**

**1.** OPEN ***08 Brooks Music Annual Sales*** from the data files for this lesson.w

**2.** SAVE the workbook as ***08 Brooks Music Annual Sales 2013 Solution***.

**3.** On the HOME tab, in the Cells group, click **Format**. Click **Rename Sheet**.

**4.** Type **Q1** and press **Enter**.

**5.** Click **Format** again, and then click **Move or Copy Sheet**.

**6.** In the Move or Copy dialog box, click **(move to end)**, click **Create a copy**, and then click **OK**.

**7.** Rename the **Q1 (2)** sheet as **Q2**.

**8.** In the Q2 worksheet, select cell **C5**.

**9.** Delete the text **Jan** and replace it with **Apr**.

**10.** Use AutoFill to change the next two months’ column headings, and then change **Qtr 1** to **Qtr 2**.

**11.** Click the **Name** box, and then enter the cell reference **C6:E10**. Press **Enter**, and then press **Delete**.

**12.** For the months in the second quarter, enter the following values:

**$22,748.00 $21,984.00 $20,194.00**

**$22,648.00 $21,068.00 $21,698.00**

**$24,971.00 $23,498.00 $23,011.00**

**$23,400.00 $24,681.00 $23,497.00**

**$21,037.00 $20,960.00 $19,684.00**

**13.** If necessary, adjust the width of each column so that the entries are legible.

**SAVE and CLOSE the workbook. LEAVE Excel open for the next project.**

## Project 8-2: Photo Store Accessory Sales Tracker

You’re helping a photo development kiosk at a local office supplies store to keep track of the extra sales its employees have to produce in order to keep a development shop open in the digital camera era. In this lesson, you rename worksheets, unhide a hidden form worksheet, arrange windows onscreen, and make changes.

**GET READY. LAUNCH Excel if it is not already running.**

**1.** OPEN ***08 Photo Weekly Product Tracker*** from the data files for this lesson.

**2.** SAVE the workbook as ***08 Photo Weekly Product Tracker 130407 Solution*** .

**3.** Click the **Sheet1** worksheet tab.

**4.** On the HOME tab, in the Cells group, click **Format**. In the menu, click **Rename Sheet**.

**5.** In the worksheet tab for Sheet1, type **Akira** (the first name of the sales associate in cell A7) and press **Enter**.

**6.** Repeat this process for the sales associates in **Sheet2** and **Sheet3**.

**7.** On the HOME tab, in the Cells group, click **Format**. In the menu, click **Hide & Unhide**, and click **Unhide Sheet**.

**8.** In the Unhide dialog box, choose **Form** and click **OK**.

**9.** With the Form sheet active, click **Format** again, and then click **Move or Copy Sheet**.

**10.** In the Move or Copy dialog box, in the Before sheet list, click **Form**. Click **Create a copy**. Click **OK**.

**11.** Click cell **A7**. Type the name **Jairo Campos**.

**12.** Edit cell **B4** to reflect the date shown in the other worksheets.

**13.** Rename the Form (2) worksheet **Jairo**.

**14.** Right-click the **Form** tab. Click **Hide**.

**15.** In the Jairo worksheet, select cells **B9:H13** and type the following values for each of the days shown in the following table, skipping blank cells as indicated:



**16.** Select the **Akira** worksheet.

**17.** On the VIEW tab, in the Window group, click **New Window**.

**18.** In the new window, select the **Taneel** worksheet.

**19.** Again, on the VIEW tab, in the Window group, click **New Window**.

**20.** In the new window, select the **Kere** worksheet.

**21.** Once again, on the VIEW tab, in the Window group, click **New Window**.

**22.** In this new window, select the **Jairo** worksheet.

**23.** In the Jairo worksheet, on the VIEW tab, in the Window group, click **Arrange All**.

**24.** In the Arrange Windows dialog box, click **Tiled**. Click **Windows of active workbook**. Click **OK**.

**SAVE this workbook and CLOSE all windows related to it. LEAVE Excel open for the next project.**

# Proficiency Assessments

## Project 8-3: Pet Store Daily Sales Tally, Part 1

You have been asked to build a daily accounting system for a pet supplies store, which has been keeping its receipt records on paper. In this project, you insert one new worksheet, make a copy of another, and adjust the view to show multiple worksheets at one time.

**GET READY. LAUNCH Excel if it is not already running.**

**1.** OPEN ***08 Pet Store Daily Sales*** from the data files for this lesson.

**2.** SAVE the workbook as ***08 Pet Store Daily Sales 130309 Solution***.

**3.** Right-click the **Sheet1** tab on the tabs bar. Click **Rename**.

**4.** Type **March 9** and press **Enter**.

**5.** On the HOME tab, in the Cells group, click the down arrow next to **Insert**. Click **Insert Sheet**.

**6.** In the tabs bar, drag the new worksheet to the end of the sequence after **March 9**.

**7.** Click the **March 9** tab. Use the Name box to select cells **B52:E67**.

**8.** On the HOME tab, in the Clipboard group, click **Cut**.

**9.** Click the tab for the new worksheet. On the HOME tab, click **Paste**.

**10.** Adjust the width of columns **A** through **D** to fit their contents (see Lesson 7).

**11.** Rename the new worksheet **Recap**.

**12.** Click the **March 9** tab. On the HOME tab, in the Cells group, click **Format**. Click **Move or Copy Sheet**.

**13.** In the Move or Copy dialog box, in the Before sheet list, click **Recap**.

**14.** Click **Create a copy**. Click **OK**.

**15.** Rename **March 9 (2)** to **March 10**.

**16.** Right-click the **Recap** tab. Click **Hide** in the menu.

**17.** Click the **March 9** tab.

**18.** On the VIEW tab, in the Window group, click **New Window**.

**19.** In the newly opened window, click the **March 10** tab.

**20.** On the VIEW tab, click **Arrange All**.

**21.** In the Arrange Windows dialog box, click **Vertical**. Click **OK**.

**22.** In the **March 10** worksheet, edit the date to reflect **Sunday, March 10**.

**23.** Select cells **B10:F49** and press **Delete**.

**24.** Select cells **B10:F17** and type the following data:



**SAVE this workbook and LEAVE it and Excel open for the next project.**

## Project 8-4: Pet Store Daily Sales Tally, Part 2

You have a handful of worksheets to work with now, but they look a bit dull. In this project, you make changes to one worksheet and have them reflected in another, and then copy formulas in one worksheet to another range of the worksheet and use Find and Replace to edit those formulas to reflect a different day.

**GET READY. LAUNCH Excel if it is not already running.**

**1.** SAVE the workbook as ***08 Pet Store Daily Sales 130309 Solution 2***.

**2.** Arrange separate windows for the **March 9** and **March 10** worksheets, if they are not already arranged this way.

**3.** In any open window, right-click any worksheet’s tab and click **Select All Sheets** in the shortcut menu.

**4.** Select column **A** in its entirety.

**5.** On the HOME tab, in the Cells group, click **Delete**.

**6.** Select rows **1** through **6**.

**7.** On the HOME tab, in the Font group, click the **Fill Color** arrow button. In the palette, click the swatch of color labeled **Blue, Accent 1, Lighter 60%**.

**8.** Right-click a worksheet tab on either worksheet. Click **Ungroup Sheets**.

**9.** Right-click a worksheet tab again, and this time click **Unhide**. In the Unhide dialog box, choose **Recap**. Click **OK**.

**10.** Click cell **B1**. Type **Saturday** and press **Enter**.

**11.** In the Name box, type **B1:D16** and press **Enter**.

**12.** On the HOME tab, in the Clipboard group, click the **Copy** button.

**13.** Select cell **B20**.

**14.** Click the **Paste** button.

**15.** Select cell **B20** again. Type **Sunday** and press **Enter**.

**16.** Select cells **B21:D35**.

**17.** On the HOME tab, in the Editing group, click **Find & Select**. Click **Replace**.

**18.** In the Find and Replace dialog box, if the options are not showing, click **Options**. Click the **Within** list box down arrow and choose **Sheet**. For the Look in list box, choose **Formulas**.

**19.** In the Find what box, type **March 9**. In the Replace with box, type **March 10**.

**20.** Click **Find Next**. When C21 is the active cell, click **Replace**.

**21.** Keep clicking **Replace** until after cell **D35** has been processed. (The cell contents should change from $35.90 to $163.45.) Close the dialog box at that point.

**SAVE this workbook and CLOSE all windows associated with it.**

# Mastery Assessments

## Project 8-5: Bakery Sales Template

You’ve been given the task of bookkeeping for a not-for-profit bakery. It has one location but is soon to open a second. You’ve been handed a workable format for a daily retail tally sheet. Your instructions are to create a daily form that employees can use for an entire week’s worth of daily sales tallies. In this project, you take one day’s worksheet, hide rows that need to be seen only on occasion, and create enough copies for an entire work week.

**GET READY. LAUNCH Excel if it is not already running.**

**1.** OPEN ***08 Whole Grains Daily Sales 130520*** from the data files for this lesson.

**2.** Open a blank workbook.

**3.** Use the VIEW tab to adjust the view so that both windows appear in the workspace side-by-side.

**4.** Adjust the magnification of the original workbook window so that you can see columns **A** through **R** all at once.

**5.** Adjust the magnification of the blank workbook window (which probably has Book1 in its title bar) to the same value.

**6.** In the original workbook window, copy the entire sheet’s contents to the Clipboard.

**7.** In the blank workbook window, click cell **A1** and paste the entire contents.

**8.** In the Book1 window, delete cells **A22:L45**, cells **N22:N45**, and cells **Q22:R45**.

**9.** In the Book1 window, click the **File** tab. Click **Save As**, and then in Backstage, click **Browse**.

**10.** In the Save As dialog box, click the **Save as type** box, and choose **Excel Template (\*.xltx)**.

**11.** Click **New folder**. Type **Whole Grains** and press **Enter**.

**12.** Click in the **File name** box, and **SAVE** the template as ***08 Whole Grains Daily Sales Solution.xltx***.

**13.** In the template workbook, hide rows **11** through **18**.

**14.** Rename **Sheet1** to **Monday**.

**15.** Make five copies of the **Monday** worksheet within the workbook template, and name them **Tuesday** through **Saturday**.

**16.** Arrange the worksheets by days of the week if necessary.

**SAVE the workbook template and LEAVE both windows open for the next project.**

## Project 8-6: Bakery Sales Error Correction

Something’s not tallying properly with the workbooks you’ve been given by your contact with the bakery. You learn that there’s an error in the formula used to calculate sales throughout an entire column. In this project, you use Find and Replace to make a complex formula correction, and you test the results on a daily worksheet made from your template.

**GET READY. LAUNCH Excel if it is not already running.**

**1.** OPEN ***08 Whole Grains Daily Sales Form Solution.xltx*** and
***08 Whole Grains Daily Sales 130520.xlsx*** if they are not already open.

**2.** Arrange the two files in side-by-side vertical windows, if they are not already so arranged.

**3.** In the template window (the one with blank worksheets), group the six worksheets together, and then select cells **M22:M45**.

*The nature of the error here is that the formula confuses “wheat rolls” with “white rolls,” and vice versa. Though you study much more about formulas in the lessons to follow, here all you need to know is that the terms for these pastries are juxtaposed with one another, and you can use Find and Replace to make them switch places.*

**4.** Open the **Find and Replace** dialog box.

**5.** Set the options so that the search process looks through formulas in the entire workbook.

**6.** Make sure **Match entire cell contents** is deselected.

**7.** Click in the **Find what** box, and then type **whiteroll**.

**8.** Click in the **Replace with** box, and then type **XXXXX**.

**9.** Click **Replace All**. Some 144 replacements should have been made. Click **OK** to dismiss the notice.

**10.** Repeat the process, this time replacing **wheatroll** with **whiteroll**.

**11.** Repeat one more time, replacing **XXXXX** with **wheatroll**. Click **Close**.

**12.** Ungroup the worksheets in the workbook template.

**13. SAVE** and **CLOSE** the workbook template.

**14.** Click the **File** tab, and then click **New**.

**15.** In Backstage, click **Personal**. Double-click the **Whole Grains** folder.

**16.** Double-click the **Whole Grains Daily Sales Form** Solution template. A new workbook opens with the title “Whole Grains Daily Sales Form1 Solution.”

**17. SAVE** the new workbook in the Lesson 8 folder as ***08 WG Sales 130520 Solution***.

**18.** Arrange the two open workbooks to be side-by-side.

**19.** In the new workbook, open the **Monday** tab.

**20.** Copy the contents of cells **A22:L45** from the original worksheet, to the new **Monday** worksheet. Cell M46 should read $453.29 (correct), not $452.93 (incorrect) as in the original worksheet.

**21.** Select the **Saturday** worksheet.

**22.** Select rows **10** through **19**, including the hidden rows. Right-click the selection and click **Unhide**.

**23.** Change the price for a cinnamon bagel for Saturday to **75¢**.

**24.** Hide rows **11** through **18** again.

**SAVE the *08 WG Sales 130520 Solution* workbook and CLOSE both workbooks. CLOSE Excel.**