# Competency Assessments

## Project 2-1: Creating a Highly Desired Housing Options Workbook

Create a new workbook for Fabrikam, Inc., that is a result of a focus group showing the most

desired options for houses for first-time home buyers.

**GET READY. LAUNCH Excel and start a new blank workbook.**

**1.** Click cell **A1** and type **Fabrikam, Inc.** and press **Enter**.

**2.** Click cell **A2** and type **Focus Group Requests (Age 20-30)**.

**3.** Beginning in **A4**, type the following labels and values. Press **Tab** between each new cell

and **Enter** to move to a new row:

**Option Priority Cost**

**Gameroom Low 25,000**

**Exercise equipment Low 2500**

**Fenced yard for dog Medium $10,000**

**Flat screen HDTV Medium 1000**

**Furnished Medium 15000**

**Washer & dryer High 1500**

**Dishwasher Medium 1000**

**Near bike path High 0**

**Basketball hoop Low 100**

**4.** If necessary, adjust the column widths to display all of the text in the columns.

**5.** Drag the fill handle from **C5** through **C13** and choose **Fill Formatting Only**.

**6.** SAVE the workbook as ***02 Focus Group Solution*** in the Excel Lesson 2 folder you

created in a previous exercise.

**PAUSE. LEAVE the workbook open for the next project.**

## Project 2-2: Setting Document Properties and Assigning Keywords

Use Document Properties to assign document properties to an existing workbook.

**GET READY. If necessary, OPEN the *02 Focus Group Solution* workbook you created in the previous project.**

**1.** Click the **FILE** tab.

**2.** Click **Properties**, and then click **Show Document Panel**.

**3.** Click the **Author** field, type **[your name]**, and press **Tab**.

**4.** In the Title field, type **Focus Group Requests** and press **Tab**.

**5.** In the Subject field, type **Sales** and press **Tab**.

**6.** In the Keywords field, type **20-30, options, priorities**.

**7.** Click the Status field, and type **Needs to be formatted**.

**8.** SAVE the file as ***02 Focus Properties Solution***.

**9.** At the top of the Document Information Panel, click the **Close** (X) button.

**10.** CLOSE the file.

PAUSE. LEAVE Excel open for the next project.

# Proficiency Assessments

## Project 2-3: Creating a Commission Schedule

You have been asked to create a commission schedule in 5 minutes or less. Because you know how to use the fill handle, you should be able to quickly create the following workbook.

**GET READY. OPEN a blank workbook.**

**1.** Create the entries shown in the figure below. 

**2.** Move the table so you can add text in cell A1, cell A2, and a blank cell in A3.

**3.** Click cell **A1** and type **Fabrikam Incorporated**.

**4.** Click cell **A2** and type **Commission Schedule**.

**5.** Add the following Document Properties:

**Property Value**

**Author [Your Name]**

**Title Commission Schedule**

**Keywords Agent, Amount, Sales**

**Category Revenue**

**6.** SAVE the file as ***02 Commission Solution*** and CLOSE the workbook.

**PAUSE. LEAVE Excel open for the next project.**

## Project 2-4: Advertising Expenditures

Fourth Coffee specializes in unique coffee and tea blends. Create a workbook to track and classify expenditures for January.

**GET READY. OPEN a blank workbook.**

**1.** Click cell **A1** and type **Fourth Coffee**.

**2.** Click cell **A2** and type **January Expenditures**.

**3.** Enter the following column headings in row 4: **Date**, **Check No**, **Paid to**, **Category**, and **Amount**.

**4.** Enter the following expenditures data in the appropriate columns:

**January 3, paid $3,000 to World Wide Importers for coffee, Check No. 4076**

**January 20, paid $600 to Northwind Traders for tea, Check No. 4077**

**January 22, paid $300 to City Power and Light for utilities**

**January 28, paid $200 to A. Datum Corporation for advertising**

**January 29, paid $2,500 to World Wide Importers for coffee**

**5.** Checks are written sequentially. Use the fill handle to enter the missing check numbers.

**6.** Adjust column widths as needed.

**7.** SAVE the workbook as ***02 Advertising Expenses Solution***. **CLOSE** the workbook.

LEAVE Excel open for the next project.

# Mastery Assessments

## Project 2-5: Creating a Home Sales Workbook

Richard Carey asked you to keep track of the home sales for the Fabrikam staff. Each person sends you an e-mail with the home sales information.

**GET READY. OPEN a blank workbook.**

**1.** Create the workbook with the data in the figure to the right.

**2.** SAVE the workbook as ***02 Home Sales Solution***.

**3.** Create a New workbook and copy the data and titles for the first quarter only.

**4.** Click cell **A3** and type **First Quarter 2014**.

**5.** Move the Agent, Date, and Sales titles and data down so there is a blank row in row 4.

**6.** SAVE the new workbook as ***02 Home Sales Q1 Solution***.

**7.** Repeat for the second quarter (4/9/2014-5/20/2014) and SAVE the workbook as ***02 Home Sales Q2 Solution***.

**CLOSE the workbooks and LEAVE Excel open for the next project.**

## Project 2-6: Using Flash Fill

Fabrikam’s director has asked you to redo the workbook you created in Project 2-5 with separate columns for first name and last name and sequentially numbered sales. Save this as a PDF and Excel 1997-2003 file formats and with document properties in the new file.

**1.** OPEN the ***02 Home Sales Solution*** file.

**2.** Use Flash Fill to create columns for the First and Last name.

**3.** Delete the content of cells **A4:A29**.

**4.** In **A4**, type **Item#** and then use Auto Fill to create numbers starting with **1** that are sequential through **25**.

**5.** Add a label in A3 that says **2014 To-Date**.

**6.** Make sure there is a blank row 4.

**7.** Add your own Document Properties for **Author**, **Title**, **Subject**, **Keywords**, **Category**, and **Status**. In the Comments, type **Project 2-6 final review**.

**8.** SAVE the workbook as ***02 Home Sales Flash Fill Solution***.

**9.** Create a PDF file and save it with the same name.

**10.** Verify whether there are any compatibility issues for earlier versions of Excel.

**11.** Create an Excel 1997-2003 file and SAVE it as ***02 Home Sales Flash Fill 97-03 Solution***.

**CLOSE Excel.**