# Excel Final Projects – Overview

There are 9 Excel Projects in one Workbook called: Excel\_Final\_Projects.xlsx. Each project is on a separate Worksheet and the project specs are in this document. Each project is numbered and listed in order from 1 to 9 corresponding to the Worksheet tabs.

**To Start:**

* Download Excel\_Final\_Projects.xlsx from my web site: www.asciutto.com/excel (Excel Final Projects)
* Add your First Name to the beginning of the Workbook name

**When Finished:**

* Email your completed Workbook to me at asciuttof@wpunj.edu
* I will return it with my comments

**Note**: For many of the projects I show only part of the Worksheet in this document.

# 1) Excel Formatting and Workbook Views

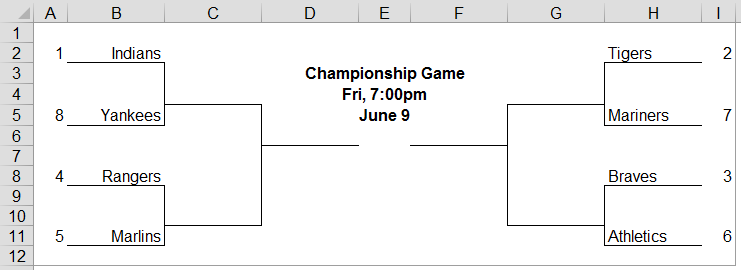
Worksheet: 1-Formatting

Create the Little League Tournament Bracket below using Excel.

Enter all information by typing. Use options in the Home Tab (Font) to match the layout. Choose any Font and Font size. However, you information should be in the cells as indicated.

Hints:

* Use the Borders option to create the lines
* Experiment with Draw Border and Erase Border
* Work with the Gridlines visible, then turn off gridlines for the final



# 2) Using Text Functions

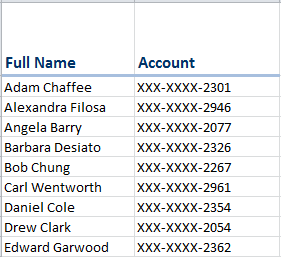
Worksheet: 2-Employee Accounts

For security purposes, replace the first 6 numbers after the “X” of the Employee Account number with “X”s.

## Start:

# 

## Final:



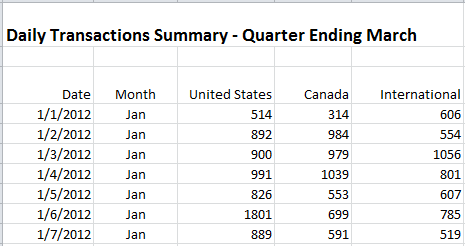
# 3) Enhancing Data with SubTotals

Worksheet: 3-Quarterly Sales

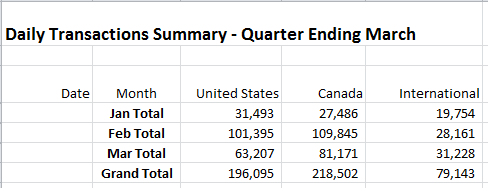
Within the data range, add Sub Totals and a Grand Total for each month. Display the first 2 levels and format the results with a comma separator.

Hint: Use the Subtotal option in the Data tab

## Start:



## Final:



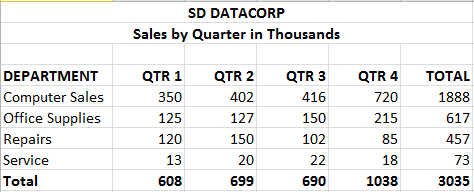
# Presenting Data Visually with Charts

Worksheet: 4-SD Datacorp

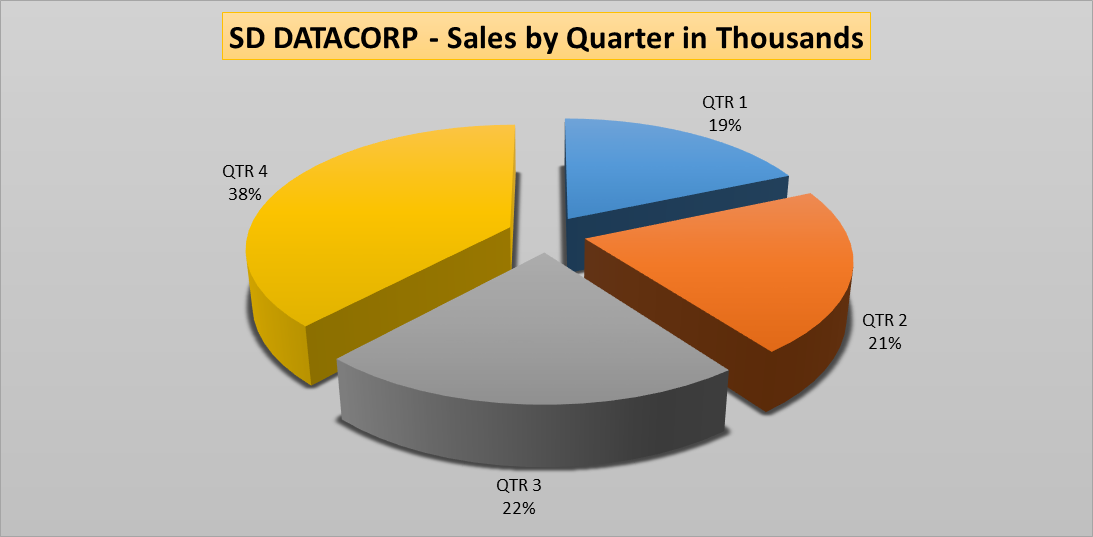
Create an Exploded pie in 3-D chart from the data

* Explode the Pie approximately 15%
* Format the chart with Style 10
* Apply the Subtle Effect – Grey 50%, Accent 3 shape style to the background
* Add the Chart Title as shown
  + Apply the Subtle Effect – Gold, Accent 4 shape style to the Title
* Add the Data Labels as shown
  + Data Labels - Outside End
  + Increase the Font size of all Data Labels to 12
* Move the chart to a new chart sheet names “Qtrly Sales”

## Start:



## Final:



# Creating and Manipulating Tables

Worksheet: 5-Inventory

# Part 1:

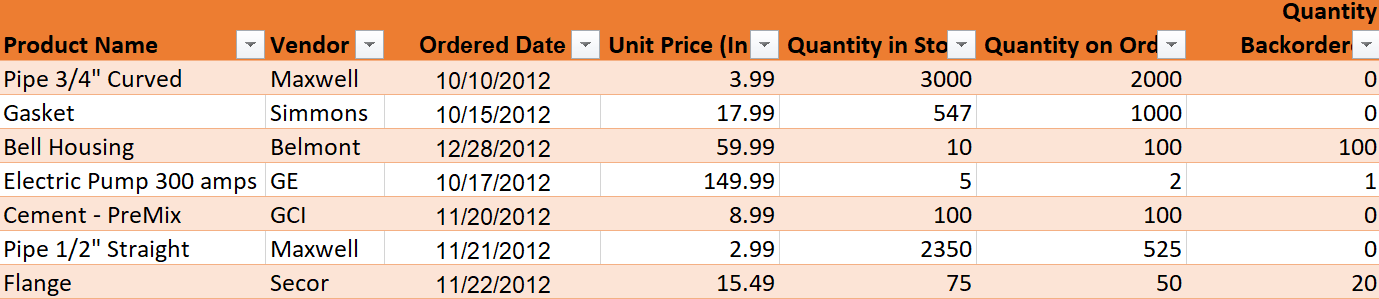
* Convert the data range **A1:F18** to a table
* Apply the table Style Medium 3 with banded rows
* Cut/Paste the data from range **A21:A38** into a new column between Vendor and Unit Price

# Part 2:

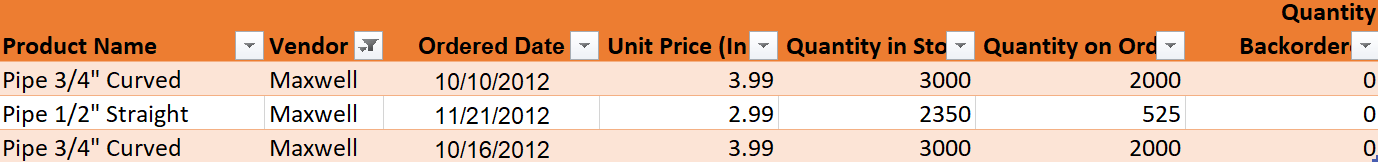
* Filter and select all **Maxwell** Vendors

## Start:

## Part 1 Final:



## Part 2 Final:



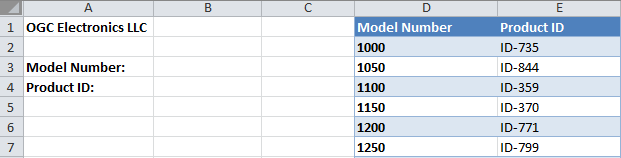
# Locating a Product ID with a Lookup Function

Worksheet: 6-Product ID

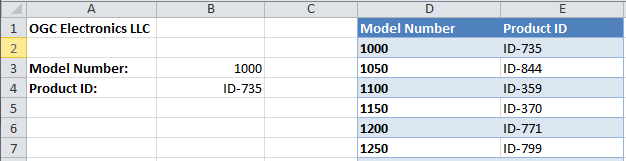
Write a lookup function in cell B4 that will display the Product ID when the corresponding Model Number is entered in cell B3.

* Use VLOOKUP
* The Product ID and Model Number are contained in the table called “Product”
* Test your function with a sample of Model Numbers
* After your function is working properly, protect the Worksheet allowing only the Model Number cell, B3, to be entered. All other cells are locked.

## Start:



## Final:



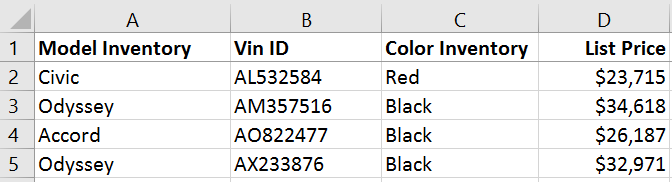
# Using PivotTables and PivotCharts to Track Inventory

Worksheet: 7-Honda Inventory

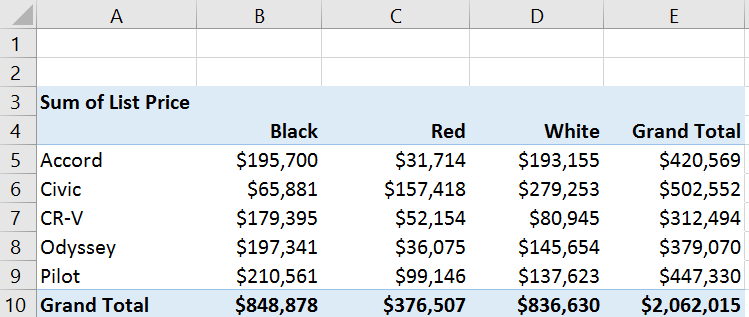
Create a PivotTable and PivotChart that matches the results below.

* Format the PivotTable results as Currency, no decimal places.
* Chart Type: 3-D Column, Style 11
* Include a Chart Title: “Honda Inventory”

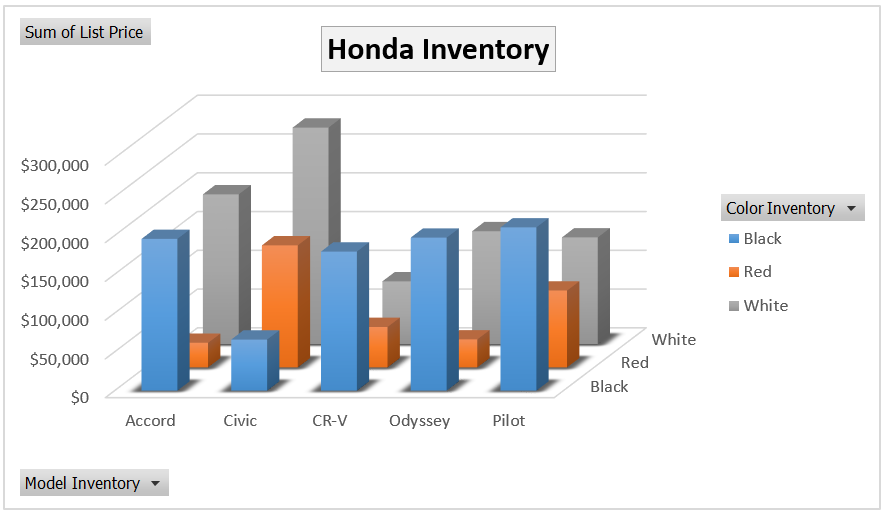
## Start:



## Final PivotTable:



## Final PivotChart:



# Using Functions to Apply Logical Analysis

Worksheet: 8-Employee Bonus

In the corresponding columns, write functions to perform the following calculations for sales associate Edgar. Copy the functions down for the remaining sales associates.

Tip: Use **Name Manager** to define all of your numeric fields

**Total Sales**: Calculate Total Sales using Parts, Accessories, Services & Consulting

**Commission**: Calculate the Commission for each sales associate based on the Total Sales and Commission Rate (Total Sales \* Commission Rate)

**Goal Bonus**: Each sales associate receives a bonus commission if their Total Sales exceed their Goal.

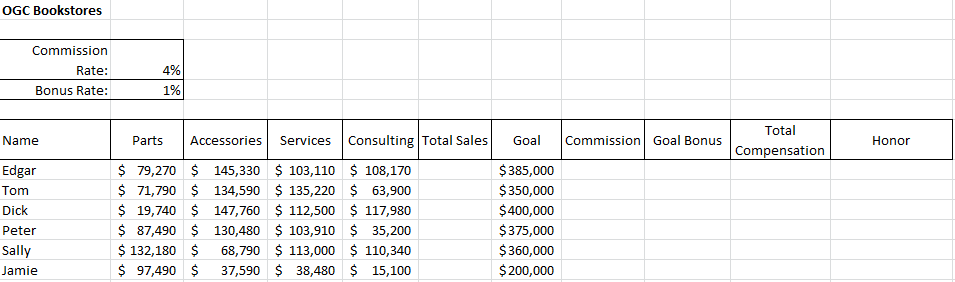
Calculate the Goal Bonus. (Total Sales \* Bonus Rate)

**Total Compensation**: Calculate the Total Compensation based on the Commission and Goal Bonus

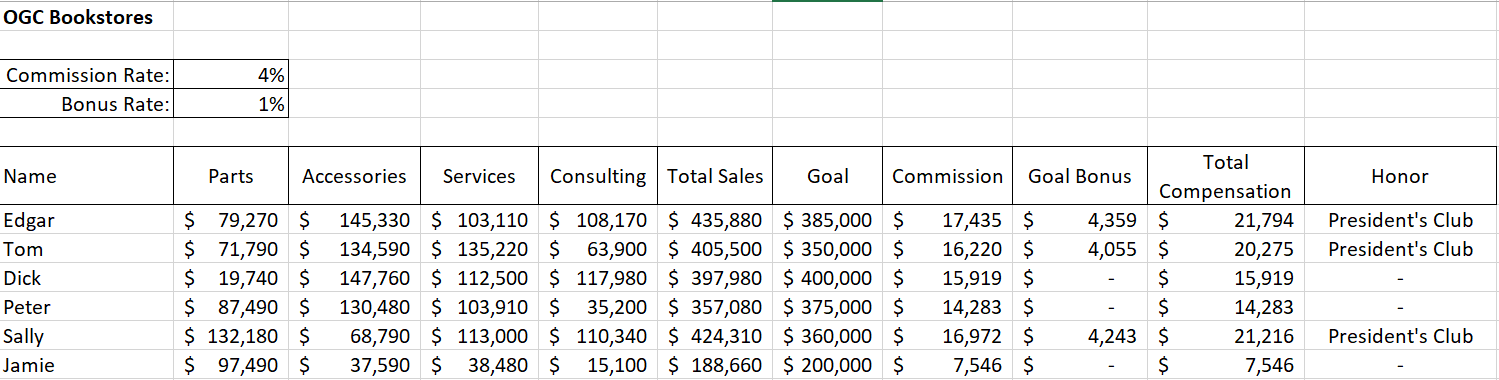
(Commission + Goal Bonus)

**Honor**: The sales associate will be in the “President’s Club” if Total Compensation is greater than or equal to $20,000.

## Start:



## Final:



# Using Text and Logic Functions to Generate Reports

Worksheet: 9-Employee Data & 9-Employee Report

Use the data in the **9-Employee Data** worksheet to generate the information for the **9-Employee Report** worksheet. In the corresponding columns, write functions to perform the following calculations for sales associate Mark Comuntzis. Copy the functions down for the remaining sales associates.

Tiips:

* First, use **Name Manager** to define all of the columns in the Employee Data worksheet
* Use nested TEXT functions

**Emp ID**: Reference the corresponding cell

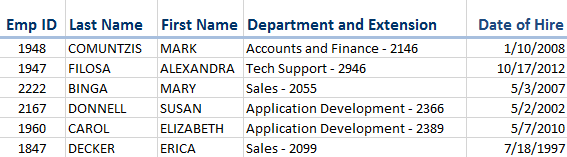
**Full Name**: Write a function that combines the first and last name and changes the results to proper case

**Extension**: Write a function that extracts the *Extension* from *Department and Extension*

**Email UserId**: Write a function that combines the last name, first name and adds the text string “@hitech.com”. Display the results in lower case.

**Employee hired in 2010 or later?:** Write a function that displays “yes” if the employee was hired in 2010 or later and “no” if the employee was hired before 2010. Hint: First use a date function to extract the year from Date-of-Hire.

## Start: (9-*Employee Data* Worksheet)



## Final: (9-*Employee Report* worksheet)

