EXCEL: CHAPTER 5 EXERCISE 1

**This Chapter covers the second tab on the Excel Menu Bar called, Page Layout View. All work in these directions will cover Chapter 1. 2, 3, 4 and 5.**

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| **Your boss asks you to put together this workbook for a potential client. The client is interested in how well you can format a spreadsheet. As you complete each step, copy the checkmark in Column 1 to show you have completed the step.** |
| ✌ | 1. Create a **Chapter 5 folder** on your **flash drive**. Inside your Chapter 5 folder, create a folder name called, “**Original Exercises**”. Alongside your Original Exercises folder, create a folder called, “**Completed Exercises**.”
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|  | 1. Open up your **Ex. 1 Word instructions.** Open up Chapter 5: Exercise 1. **Snap** in place the **Word** **Ex. 1 Instructions** on the left side (or right). Then select your Chapter 5 Excel 1 exercise. If you have done it correctly, then should be side-by-side and you should be able to move back and forth between documents without either disappearing
 |
|  | 1. In the **Employee Bonuses**, complete the following **tasks**:
	1. Use the **AutoFill** to copy the formula in H4 to calculate the Total Compensation for each employee.
	2. Insert a **formula** into cell **G4** that evaluates whether the amount in the Parts, Accessories or Services columns **exceeds** the Quarter Goal. For each amount that exceeds, **apply** the **Quarter Bonus Rate**. **HINT**: use the *SUMIF function* to begin the creation of the formula.
	3. On the *Rates Table*, you do not want the row headers, Column 1 and Column 2, to be displayed. **Disable** the **headings**.
	4. **Remove** the row containing the salesperson, Allen. **NOTE**: do not delete the row. (**Clear Contents**)
2. In columns B:D, use **conditional formatting** to remove any amount that is **less than** $100,000 and **mark them** with light red fill with dark red text.
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|  | 1. In the **Parts worksheet**, complete the following tasks:
	1. In F4, insert a **line that graphs** the trend of sales from Jan. through Mar. Use the **Fill Down Series** to copy the sparklines down the column. Change the **sparkline color** to purple.
	2. Do a **custom sort** that will sort **first** the Salesperson and **then** the **Trend** alphabetically.
	3. Set A1:F11 as a **print area**.
 |
|  | 1. **Disable** the "*Live View Preview*" and "turn off the enable background error checking".
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|  | 1. Change the **Auto Recover** option to save every 3 minutes.
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|  | 1. **Save your exercise**. Show me your work when you have finished.
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