EXCEL: CHAPTER 5 EXERCISE 2

**This Chapter covers the fifth tab on the Excel Menu Bar called, Formulas. 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**.” |
|  | 1. Open up your **Ex. 2 Word instructions.** Open up Chapter 5: Exercise 2. **Snap** in place the **Word** **Ex. 2 Instructions** on the left side (or right). Then select your Chapter 5 Excel 2 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 **Totals Worksheet**, complete the following **tasks**:    1. Extend the column headings in Row 2 using the fill handle through December. Adjust the column width for Col. A to 19.    2. Use the ***Name Manager*** to create ***formulas*** that will find the ***sum*** or ***total*** of each of the row ***headings*** in Column A. Start with Total Hours Available. ***Define your name*** by selecting A3 and then selecting the "Define Name" drop down, and then select the cells that will be used in the formula. When you finish, you should have created seven different formulas with seven different names. **HINT**: A quick way to define the name is by selecting the cell that houses the name and then clicking on the Define Name function.    3. ***Merge*** & ***center*** row 1 to the last ***occupied*** ***column***. Then, ***modify*** the ***Title*** ***style*** so that it uses ***font*** ***Baskerville*** ***Old*** ***Face***, 22size, Dark Red. Apply the Title style to Row 1.    4. In ***N3***, insert a ***column*** ***sheet*** and add the ***column*** ***heading***, "Trend".    5. In ***N3***, ***insert*** a ***column*** ***Sparkline*** that will show the variances in the row.    6. Change the ***Sparkline*** to Sparkline line style ***Red, Accent 2***, ***Darker 25%.***    7. ***Adjust*** the ***column*** width to "20".    8. Use the ***fill*** ***handle*** to ***copy*** the Sparkline down the column.    9. Add a ***heading*** 3 style to row 2.    10. ***Adjust*** the ***column*** ***widths*** of A2:M2 to a size of 10. |
|  | 1. In the **Results worksheet**, complete the following tasks:    1. In ***B3***, ***total*** (or find the sum) of the ***Total*** ***Hours*** ***Available*** on the "Hours" worksheet. Use the ***Defined*** ***Name*** to fund the sum. Follow this same process for calculating the totals for the remaining usage in column A.    2. Add the ***Heading*** 1 style to A1.    3. Adjust Col A to a width of 18.80 and Col B to a width of 13.50.    4. Add a Blue medium table style of your choosing to ells A3: B9. Make sure you include headers in your table.    5. Add two different variances of red to the sheet names for each of the two tabs.    6. Change the orientation to landscape and scale to fit the worksheet to 80%. |
|  | 1. **Save your exercise**. Show me your work when you have finished. |