

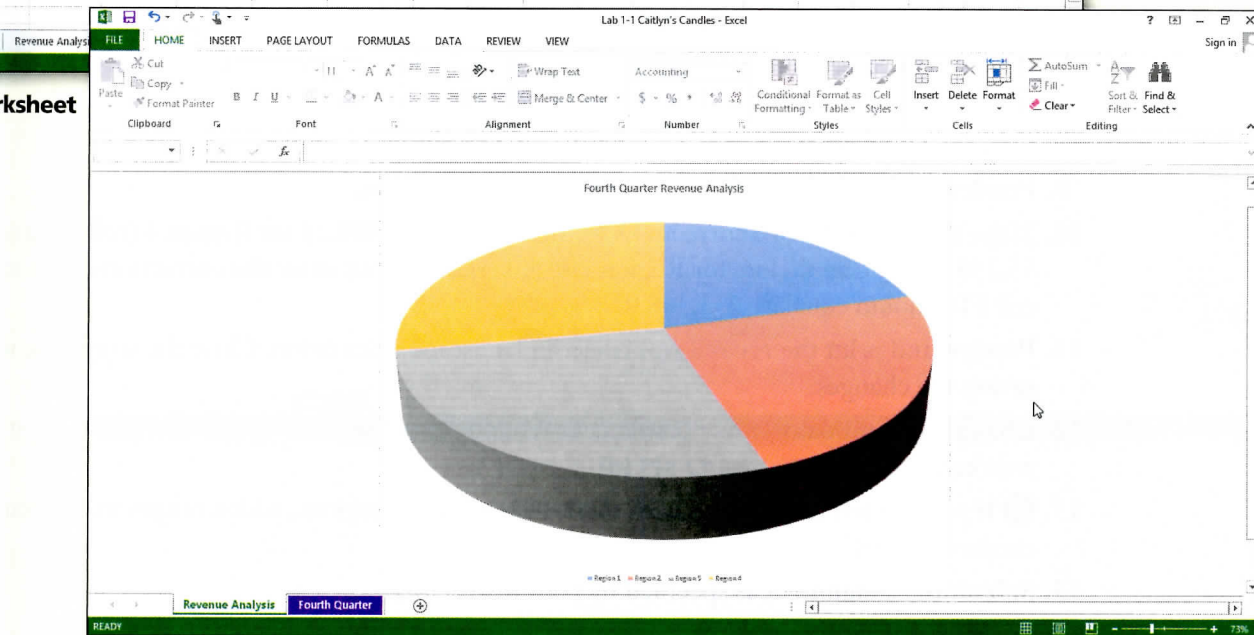
Lab 1

and/or create a workbook using the guidelines, concepts, and skills presented in this chapter. Labs 1 and 2, which increase in difficulty, require you to create solutions based on what you learned in the chapter; Lab 3 requires you to create a solution, which may involve using cloud and web technologies, by learning and investigating on your own from available resources.

Lab 1: Fourth Quarter Revenue Analysis Worksheet

Scenario: You work as a spreadsheet specialist for Caitlyn's Candles, which has four regional offices in the state of California. Your manager has asked you to develop a fourth quarter revenue analysis worksheet similar to the one shown in Figure 1-76.

| | Region 1 | Region 2 | Region 3 | Region 4 | Total |
|--------------|----------------------|----------------------|----------------------|----------------------|------------------------|
| Revenue | \$ 72,528.50 | \$ 53,461.85 | \$ 88,367.00 | \$ 87,288.00 | \$ 301,645.35 |
| Orders | 85,371.00 | 92,549.86 | 78,345.85 | 91,692.21 | 327,958.92 |
| Customers | 53,187.96 | 45,493.24 | 72,808.19 | 57,019.34 | 228,508.73 |
| Products | 45,910.25 | 85,703.71 | 78,719.20 | 88,500.60 | 298,833.76 |
| Services | 58,292.50 | 66,884.85 | 74,348.30 | 76,219.00 | 275,744.65 |
| Total | \$ 295,290.21 | \$ 344,093.51 | \$ 392,588.54 | \$ 400,719.15 | \$ 1,432,691.41 |



(b) Pie Chart

Figure 1-76

In the Labs *continued*

Instructions: Perform the following tasks.

1. Run Excel and create a new blank workbook. Enter the worksheet title, Caitlyn's Candles, in cell A1 and the worksheet subtitle, Fourth Quarter Revenue Analysis, in cell A2. Beginning in row 4, enter the region data shown in Table 1–7.

Table 1–7 Caitlyn's Candles

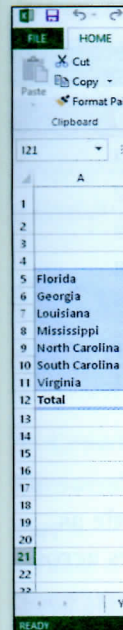
| | Region 1 | Region 2 | Region 3 | Region 4 |
|----------------|-----------|-----------|-----------|-----------|
| Candle Jars | 72,528.50 | 53,461.85 | 88,367.00 | 87,288.00 |
| Candle Holders | 65,371.00 | 92,549.86 | 78,345.85 | 91,692.21 |
| Tealights | 53,187.96 | 45,493.24 | 72,808.19 | 57,019.34 |
| Candlesticks | 45,910.25 | 85,703.71 | 78,719.20 | 88,500.60 |
| Tapers | 58,292.50 | 66,884.85 | 74,348.30 | 76,219.00 |

2. Create totals for each region, product, and company grand total.
3. Format the worksheet title with the Title cell style. Center the title across columns A through F.
4. Format the worksheet subtitle to 14-point Calibri Light, and change the font color to Blue-Gray, Text 2. Center the subtitle across columns A through F.
5. Use Cell Styles to format the range A4:F4 with the Heading 2 cell style, the range B4:F4 with the 60% - Accent 4 cell style, and the range A10:G10 with the Total cell style. Center the column titles in row 4. Apply the accounting number format to the ranges B5:F5 and B10:F10. Apply the comma style format to the range B6:F9. Adjust any column widths to the widest text entry in each column.
6. Select the ranges B4:E4 and B10:E10 and then insert a 3-D pie chart. Apply the Style 4 chart style to the chart. Move the chart to a new worksheet named Revenue Analysis. Change the chart title to Fourth Quarter Revenue Analysis.
7. Rename the Sheet1 tab, Fourth Quarter, and apply the Purple color to the sheet tab. Change the document properties, as specified by your instructor.
8. Save the workbook using the file name, Lab 1-1 Caitlyn's Candles.
9. Preview and print the worksheet in landscape orientation.
10. Make the following two corrections to the Tealights: 55899.23 for Region 4 (cell E7) and 55,238.56 for Candle Jars for Region 2 (cell C5). After you enter the corrections, the total in cell F10 should equal \$1,433,348.01.
11. Preview and print the revised worksheet in landscape orientation. Close the workbook without saving the changes.
12. Change the font color of the text in cells A1 and A2 to the color of the shirt you currently are wearing.
13. 🌟 If you wanted to chart the item totals instead of the regions, which ranges would you use to create the chart?
14. Submit the assignment as specified by your instructor.

Lab 2

Problem.

you have each state in Table

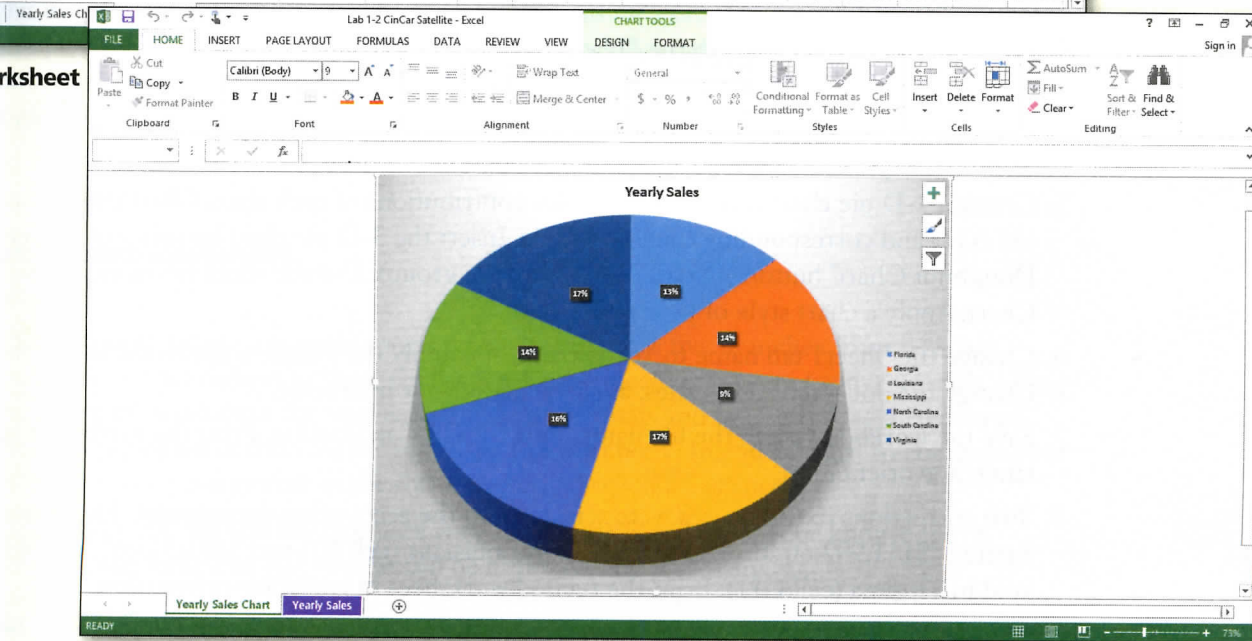


(a) Work

2: Sales Analysis Worksheet

m: As the chief accountant for CinCar Satellite, a satellite service serving seven states, you have been asked by the vice president to create a worksheet to analyze the yearly sales for each state (Figure 1–77). The packages and corresponding sales by state for the year are shown in Table 1–8 on the next page.

| | Package A | Package B | Package C | Package D | Total |
|--------------|------------------------|------------------------|------------------------|------------------------|-------------------------|
| Alabama | \$ 882,159.71 | \$ 139,388.08 | \$ 282,893.78 | \$ 521,907.12 | \$ 1,826,348.69 |
| Arkansas | 424,831.57 | 644,502.14 | 378,930.88 | 504,893.62 | 1,953,158.22 |
| California | 51,992.60 | 402,543.65 | 779,472.20 | 84,159.19 | 1,318,167.64 |
| Colorado | 917,288.79 | 648,651.15 | 493,499.41 | 266,127.38 | 2,325,566.72 |
| Florida | 857,478.89 | 653,663.92 | 326,152.40 | 290,625.29 | 2,167,920.49 |
| Georgia | 374,888.19 | 429,976.17 | 455,069.28 | 627,464.72 | 1,887,398.36 |
| Illinois | 791,763.66 | 257,652.61 | 384,759.74 | 895,336.17 | 2,329,512.18 |
| Total | \$ 4,340,403.42 | \$ 3,176,377.72 | \$ 3,100,777.67 | \$ 3,190,513.50 | \$ 13,808,072.30 |



(b) Pie Chart
Figure 1–77

Continued >


In the Labs *continued*

Instructions: Perform the following tasks.

1. Create the worksheet shown in Figure 1–77a on the previous page using the data in Table 1–8.
2. Use the SUM function to determine total revenue for the four packages, the totals for each state, and the company total. Add column and row headings for the totals row and totals column, as appropriate.

Table 1–8 CinCar Satellite

| | Package A | Package B | Package C | Package D |
|----------------|--------------|--------------|--------------|--------------|
| Florida | \$882,159.71 | \$139,388.08 | \$282,893.78 | \$521,907.12 |
| Georgia | 424,831.57 | 644,502.14 | 378,930.88 | 504,893.62 |
| Louisiana | 51,992.60 | 402,543.65 | 779,472.20 | 84,159.19 |
| Mississippi | 917,288.79 | 648,651.15 | 493,499.41 | 266,127.38 |
| North Carolina | 897,478.89 | 653,663.92 | 326,152.40 | 290,625.29 |
| South Carolina | 374,888.19 | 429,976.17 | 455,069.28 | 627,464.72 |
| Virginia | \$791,763.66 | \$257,652.61 | \$384,759.74 | \$895,336.17 |

3. Format the worksheet title and subtitle with the Title cell style and center them across columns A through F. Use the Font group on the ribbon to format the worksheet subtitle as 14-point Cambria red. Format the title with Dark Red, bold font color. Center the titles across columns A through F.
4. Format the range B4:F4 with the Heading 3 cell style and center the text in the cells. Format the range A5:F11 with the 20% - Accent 1 cell style, and the range A12:F12 with the Total cell style. Format cells B5:F5 and B12:F12 with the accounting number format and cells B6:F11 with the comma style format.
5. Create a 3-D pie chart that shows the sales contributions of each state. Chart the state names (A5:A11) and corresponding totals (F5:F11). Insert the 3-D pie chart by using the 'Insert Pie or Doughnut Chart' button (INSERT tab | Charts group). Use the sheet tab name, Yearly Sales Chart. Apply a chart style of your choosing.
6. Change the Sheet1 tab name to Yearly Sales, and apply the Purple color to the sheet tab. Change the document properties, as specified by your instructor.
7. Save the workbook using the file name, Lab 1-2 CinCar Satellite. Print the worksheet in landscape orientation.
8. Two corrections to the figures were sent in from the accounting department. The correct sales figure is \$151,992.60 for Package A sold in Louisiana (cell B7) and \$183,573.67 for Package B sold in Virginia (cell C11). Print the revised worksheet in landscape orientation.
9. Use the Undo button to change the worksheet back to the original numbers in Table 1–8. Use the Redo button to change the worksheet back to the revised state.
10. Exit Excel without saving the latest changes to the workbook.
11. Change the state in cell A11 to the state in which you were born. If your state already is listed in the spreadsheet, choose a different state.
12.  If you wanted to make a distinction between the rows in the table, what could you do?
13. Submit the assignment as specified by your instructor.

Lab 3 Online

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