

## Exercise 1

Download the files from <http://www.Peter-Lo.com/Teaching/AMA-Excel/Source1.zip>, you will use these files to finish the following exercises.

- Open the Excel file “Question 1-1.xlsx”, format the file as below:

	A	B	C	D	E	F	G	H
1								
2				<b>Cartoon Royalties</b>				
3								
4				<b>Name</b>	<b>Cartoons Shown</b>	<b>Royalties</b>	<b>Animator's Commission</b>	
5								
6		<b>Names</b>		<i>Donald Duck</i>	\$578.00	\$158,950.00	\$19,868.75	
7			<i>Road Runner</i>	\$231.00	\$63,525.00	\$7,940.63		
8			<i>Goofy</i>	\$42.00	\$11,550.00	\$1,443.75		
9			<i>Bugs Bunny</i>	\$980.00	\$269,500.00	\$33,687.50		
10			<i>Mickey</i>	\$1,326.00	\$364,650.00	\$45,581.25		
11								
12				TOTAL	\$3,157.00	\$868,175.00	\$108,521.88	
13								
14								

- Open the Excel file “Question 1-2.xlsx”, format the table for the course mark in the given format, and mark the student under 50 marks with **Red and Bold**.

Student	Chinese	English	Mathematics	Physics	Chemistry
John Lee	75	72	67	71	64
Mary Chan	65	78	76	74	50
David Yeung	50	<b>40</b>	<b>43</b>	<b>45</b>	<b>38</b>
Mark Wan	<b>15</b>	56	<b>45</b>	84	<b>48</b>
Wing Lee	72	56	72	82	<b>45</b>
Chris Wong	90	72	68	84	64

3. Open the Excel file “Question 1-3.xlsx”, add the following custom format to the worksheet:
  - A. Change the Delivery Date format *Day-Month, Year (Weekday)*. For example, 15 February 021, (Monday).
  - B. Format the Telephone Number as *(Area Code) Telephone Number*. For example, display (852) 2766-1234 when input 85227661324
  - C. Display the Item as *\*\*Number\*\**. For example, display *\*\*01\*\** when user input 1.
  - D. Add the unit for the Quantity. For example, display 1 PC when user input 1.
  - E. Show the amount in thousand. For example, display 1 K for 1000.
  - F. Show the total amount in million with 3 decimal places. For example, display 1.234 Million for 1234000.

	A	B	C	D
1	<b>Delivery Date:</b>	15-February, 2021 (Monday)		
2	<b>Telephone:</b>	(852) 2766-1234		
3				
4	<b>Item</b>	<b>Product</b>	<b>Quantity</b>	<b>Amount</b>
5	<b>**01**</b>	New Product A	1 PC	250 K
6	<b>**02**</b>	Old Product B	5 PC	670 K
7	<b>**03**</b>	New Product C	6 PC	520 K
8				
9				
10			<b>Total:</b>	<b>1.440 Million</b>

4. How to suppress all zero values in a worksheet?

	A	B	C	D
1				
2				

5. How to hide all entries in a cell?

	A	B	C	D
1				
2				