

Exercise 2

Download the files from <http://www.Peter-Lo.com/Teaching/AMA-Excel/Source2.zip>, you will use these files to finish the following exercises.

1. Open the Excel file “Question 2-1.xlsx”.

- A) In sheet “List”, apply validation to cell C2 to C6, so that when you click on the cell you see an input message telling you what you can do. The values of these cells are come from Worksheet “Department”.

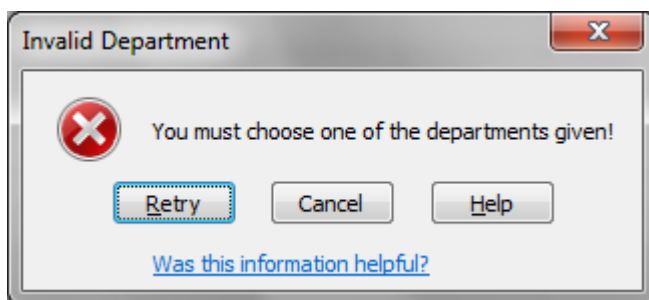
Name	Age	Department
David Leung	22	
May Chan	99	IT Department
Amy Cheung	30	Account Department
		Sales Department

- B) Extend your validation for showing guideline when click on the cell.

Name	Age	Department
David Leung	22	
May Chan	99	
Amy Cheung	30	
May Leung		
Ken Tong	29	

Department Input
You can select the valid department from this cell.

- C) Extend your validation so that when a user chooses a department which doesn't exist, they receive this notification.



- D) Per this company policy, the official age should between 18 and 65. By using data validation, highlight all incorrect age (include blank) with red circle.

Name	Age	Department
David Leung	22	
May Chan	99	
Amy Cheung	30	
May Leung		
Ken Tong	29	

2. Open the Excel file “Question 2-2.xlsx”. By using advanced filter, find the records fulfill the following conditions:

- Invoice Amount between \$200-\$500 in February; OR
- Invoice Amount > 1000 in March

Date	Division	Sale Item	Invoiced Amount	Amount Paid
19-Feb-2021	North	Camera	269.44	213.80
28-Feb-2021	East	MP3 Player	253.99	253.99
08-Feb-2021	East	Vacuum Cleaner	201.94	160.46
15-Mar-2021	North	TV	1,596.99	1,596.99
30-Mar-2021	East	TV	1,861.67	1,067.35
25-Feb-2021	South	Camera	272.86	272.86
06-Mar-2021	South	TV	1,664.38	1,664.38
15-Feb-2021	West	Camera	297.71	-
01-Feb-2021	East	MP3 Player	293.46	288.60
26-Mar-2021	West	TV	1,501.08	1,501.08
24-Feb-2021	South	Camera	238.87	151.97
27-Feb-2021	North	MP3 Player	239.67	239.67

3. Open the Excel file “Question 2-3.xlsx”.

A) By using Data Validation, prepare a drop-down menu (“Open”, “In Progress”, and “Closed”) for the column “Status”.

	A	B	C	D
1	No	Task	Status	
2	1	Task 1	Open	
3	2	Task 2	In Progress	
4	3	Task 3	Open	
5	4	Tas	Open	
6			In Progress	
			Closed	

B) By applying Conditional Format, highlight the row in green color when user select “Closed” in the column “Status”, an example is shown below.

	A	B	C	D
1	No	Task	Status	
2	1	Task 1	Open	
3	2	Task 2	In Progress	
4	3	Task 3	Closed	
5	4	Task 4	Closed	
6			Open	
7			In Progress	
			Closed	