

















































































Exercise 6

Download the files from <http://www.Peter-Lo.com/Teaching/AMA-Excel/Source6.zip>, you will use these files to finish the following exercises.

1. Open the Excel file “Question 6-1.xlsx”, create the in-cell chart as follow:

Project	% Done	Icons	Bars	Pies	Color-scale
Project 1	55%	 55%			 55%
Project 2	19%	 19%			 19%
Project 3	71%	 71%			 71%
Project 4	19%	 19%			 19%
Project 5	7%	 7%			 7%
Project 6	80%	 80%			 80%
Project 7	51%	 51%			 51%
Project 8	68%	 68%			 68%
Project 9	54%	 54%			 54%
Project 10	91%	 91%			 91%
Project 11	64%	 64%			 64%
Project 12	89%	 89%			 89%
Project 13	46%	 46%			 46%
Project 14	88%	 88%			 88%
Project 15	52%	 52%			 52%
Project 16	29%	 29%			 29%
Project 17	69%	 69%			 69%
Project 18	4%	 4%			 4%
Project 19	35%	 35%			 35%
Project 20	94%	 94%			 94%

2. Open the Excel file “Question 6-2.xlsx”. Highlight the students in worksheet “Student List” who haven’t joined the Excel class (from worksheet “Excel Class”).

Student List			Excel Class List		
ID	Name	Sex	ID	Name	Sex
96200745	David Cheung	M	96101242	Simon Lee	M
96114424	Patrick Pang	M	96452724	Amy Chow	F
96101242	Simon Lee	M	96772763	John Chan	M
96484247	May Leung	F	96484247	May Leung	F
96012149	Paul Chan	M	96114424	Patrick Pang	M
96427732	Chris Wong	M			
96415727	Ken Lee	M			
96772763	John Chan	M			
96577244	Mary Yeung	F			
96452724	Amy Chow	F			

3. Open the Excel file “Question 6-3.xlsx”, create the Grant Chart for the project schedule.
- Calculate the duration for each task, Saturday, Sunday and holiday need to be excluded.
 - Refer to the Holiday worksheet, highlight the Saturday, Sunday and Holiday in **Grey** color.
 - Mark the schedule in **Orange** color. The color bar should be able to generate automatically based on the date in “From” and “To” column.

Task	From	To	Duration	February 2022																											
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Project Kickoff	1-Feb-2022	4-Feb-2022	1	Orange	Orange	Orange	Orange	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	
Blueprint Discussion	2-Feb-2022	8-Feb-2022	3	Grey	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange
Implementation	9-Feb-2022	20-Feb-2022	8	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	
UAT	21-Feb-2022	23-Feb-2022	3	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	
Data Conversion	24-Feb-2022	25-Feb-2022	2	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	
Go Live	26-Feb-2022	28-Feb-2022	1	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	

4. You are required to create a project plan in this exercise.
- Open the Excel file “Question 6-4.xlsx”, and apply the following rules:
 - Calculate the **Duration** for each task between *End Date* and *Start Date*. Saturday, Sunday and Public Holiday (stored in Holiday worksheet) should be excluded..
 - Create a drop-down list for user to select the **Priority**: *High*, *Medium*, and *Low*.
 - Create a drop-down list for the **Responsible** based on the worksheet **Staff**.
 - By using VLOOKUP, obtain the **Department** for each **Responsible**
 - Create a drop-down list for the user to select the Status: *Open*, *In Progress*, and *Closed*.

No	Task	Start Date	Duration	End Date	Priority	Responsible	Department	Status
1	Task 1	01-Jan-2024		16-Jan-2024				
2	Task 2	11-Jan-2024		28-Jan-2024				
3	Task 3	21-Jan-2024		08-Feb-2024				
4	Task 4	03-Feb-2024		26-Feb-2024				
5	Task 5	13-Feb-2024		28-Feb-2024				
6	Task 6	23-Feb-2024		11-Mar-2024				
7	Task 7	03-Mar-2024		23-Mar-2024				
8	Task 8	13-Mar-2024		18-Mar-2024				
9	Task 9	05-Mar-2024		23-Mar-2024				
10	Task 10	18-Mar-2024		03-Apr-2024				

- Fill in the data in the column **Priority**, **Responsible** and **Status**, the content in the column **Duration** and **Department** should be auto determined.

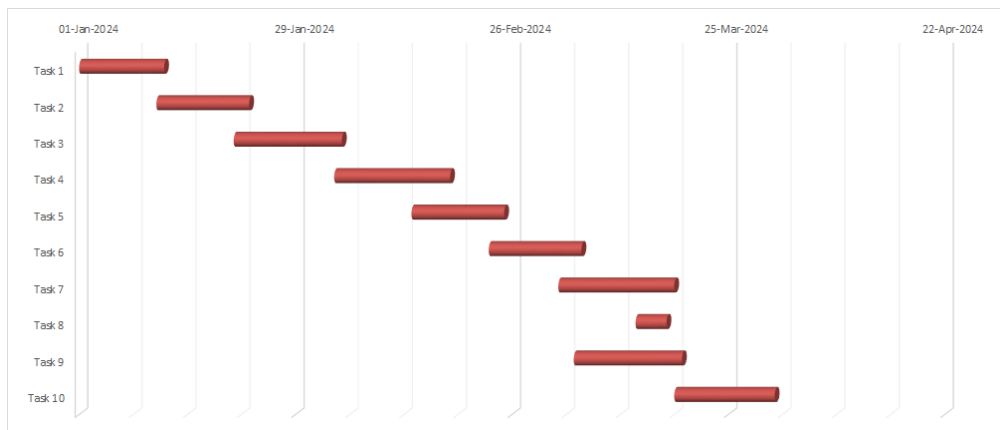
No	Task	Start Date	Duration	End Date	Priority	Responsible	Department	Status
1	Task 1	01-Jan-2024	11	16-Jan-2024	High	Alice Tso	Account Department	Open
2	Task 2	11-Jan-2024	12	28-Jan-2024	Medium	Joe Pang	IT Department	In Progress
3	Task 3	21-Jan-2024	14	08-Feb-2024	Low	William Tang	IT Department	Closed
4	Task 4	03-Feb-2024	15	26-Feb-2024	High	Serena Chan	Account Department	In Progress
5	Task 5	13-Feb-2024	12	28-Feb-2024	Medium	William Tang	IT Department	Closed
6	Task 6	23-Feb-2024	12	11-Mar-2024	Low	Alice Tso	Account Department	In Progress
7	Task 7	03-Mar-2024	15	23-Mar-2024	High	Alice Tso	Account Department	Open
8	Task 8	13-Mar-2024	4	18-Mar-2024	Medium	Joe Pang	IT Department	Open
9	Task 9	05-Mar-2024	14	23-Mar-2024	Low	William Tang	IT Department	Open
10	Task 10	18-Mar-2024	13	03-Apr-2024	High	Alice Tso	Account Department	Open

C) By using the conditional formatting, apply the following rules to the worksheet

- i. Set the row to **Green** color if the Status is **Closed**.
- ii. Set the row to **Red** color if the Status is not **Closed** and **End Date** is overdue.

No	Task	Start Date	Duration	End Date	Priority	Responsible	Department	Status
1	Task 1	01-Jan-2024	11	16-Jan-2024	High	Alice Tso	Account Department	Open
2	Task 2	11-Jan-2024	12	28-Jan-2024	Medium	Joe Pang	IT Department	In Progress
3	Task 3	21-Jan-2024	14	08-Feb-2024	Low	William Tang	IT Department	Closed
4	Task 4	03-Feb-2024	15	26-Feb-2024	High	Serena Chan	Account Department	In Progress
5	Task 5	13-Feb-2024	12	28-Feb-2024	Medium	William Tang	IT Department	Closed
6	Task 6	23-Feb-2024	12	11-Mar-2024	Low	Alice Tso	Account Department	In Progress
7	Task 7	03-Mar-2024	15	23-Mar-2024	High	Alice Tso	Account Department	Open
8	Task 8	13-Mar-2024	4	18-Mar-2024	Medium	Joe Pang	IT Department	Open
9	Task 9	05-Mar-2024	14	23-Mar-2024	Low	William Tang	IT Department	Open
10	Task 10	18-Mar-2024	13	03-Apr-2024	High	Alice Tso	Account Department	Open

D) Create a Gantt chart for the project schedule as follow:



E) Create a Pivot Table and Pivot Chart for the overall summary.

