

## 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) On Part 1, filter the Table to show dinosaurs that existed in the Cretaceous period, were not carnivores, were less than 2 meters in height and weighed between 10 and 100 Kg.

Name	Meaning of Name	Period	Diet	Length (m)	Height (m)	Mass kg
Hypsilophodon	high-ridge tooth	Cretaceous	herbivore	2	0.8	50
Orodromeus	mountain runner	Cretaceous	herbivore	2.5	1	50
Oviraptor	egg thief	Cretaceous	omnivore	1.8	0.8	20
Psittacosaurus	parrot lizard	Cretaceous	herbivore	2.5	1	50

B) On Part 2, filter the Table to show the Jurassic beasts. Then filter further to find the Top 50% based upon Length.

Name	Meaning of Name	Period	Diet	Length (m)	Height (m)	Mass kg
Allosaurus	different reptile	Jurassic	carnivore	12	5	2000
Camarasaurus	chambered lizard	Jurassic	herbivore	18	9	20000
Diplodocus	double beam	Jurassic	herbivore	26	8	10000

C) On Part 3, find the Bird-hipped dinosaurs that have the word "tooth" somewhere in the Meaning of Name field.

Name	Meaning of Name	Period	Diet	Hip Type	Group
Hypsilophodon	high-ridge tooth	Cretaceous	herbivore	bird	ornithopod
Iguanodon	iguana tooth	Cretaceous	herbivore	bird	ornithopod

2. Open the Excel file “Question 2-2.xlsx” which contains the data for the record sales of the East Store and West Store. You are required to create a summary report by consolidating the sales from both East Store and West Store, the expected result is as followed:

### Record Sales: Combined Sales

	Q1	Q2	Q3	Q4	Annual
<b>Pop</b>	408	457	340	599	1,804
<b>Soul</b>	319	308	379	554	1,560
<b>R&amp;B</b>	477	415	641	778	2,311
<b>Country</b>	546	571	600	936	2,653
<b>Classical</b>	57	73	30	152	312
<b>Soundtrack</b>	117	159	222	287	785
<b>Children</b>	46	35	35	101	217
<b>TOTAL</b>	1,970	2,018	2,247	3,407	9,642

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

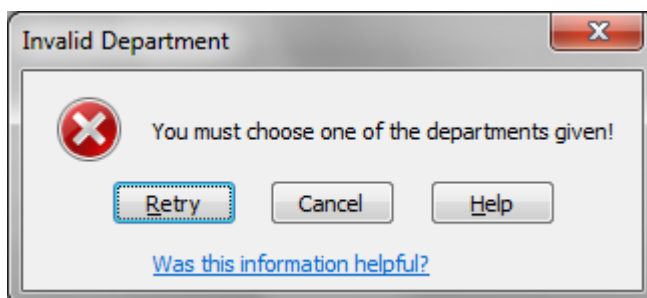
Name	Age	Department
David Leung	22	
May Chan	99	IT Department
Amy Cheung	30	Account Department
		Sales Department

- 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	

4. Open the Excel file “Question 2-4.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	<b>No</b>	<b>Task</b>	<b>Status</b>	
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	<b>No</b>	<b>Task</b>	<b>Status</b>	
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	