












































































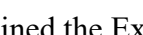




Exercise 6

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”. By using conditional format, 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”. By using conditional format, create the Grant Chart for the project schedule.

A) Highlight the Saturday and Sunday in **Grey** color

B) Mark the schedule in **Orange** color. The color bar should be able to generate automatically based on the date in “From” and “To” field.

Task	From	To	Duration	February 2017																											
				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-2017	1-Feb-2017	1	Orange																											
Blueprint Discussion	2-Feb-2017	10-Feb-2017	9		Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange	Orange																	
Implementation	11-Feb-2017	19-Feb-2017	9																												
UAT	20-Feb-2017	24-Feb-2017	5																												
Data Conversion	25-Feb-2017	27-Feb-2017	3																												
Go Live	28-Feb-2017	28-Feb-2017	1																												

4. By using the Import feature, import the text file “Question 6-4.txt” to the Excel and output as the following layout.

ID	NAME	BIRTHDAY
000026078	John Chan	12-Dec-1976
000058061	Mary Lee	25-Mar-1974
000058062	Vicki Chung	05-Sep-1976
000066698	Stephen Lo	03-Sep-1978
000066699	Terry Wong	19-Aug-1977
000068120	Ricky Chan	01-Apr-1978
000069388	Ken Fong	15-Aug-1980
000081432	Dickson Leung	19-Nov-1977

5. You are required to create a project plan in this exercise.

A) Open the Excel file “Question 6-5.xlsx”, and apply the following rules:

- i. Calculate the **Duration** for each task between *End Date* and *Start Date*.
- ii. Create a drop-down list for user to select the **Priority**: *High, Medium, and Low*.
- iii. Create a drop-down list for the **Responsible** based on the worksheet **Staff**.
- iv. By using VLOOKUP, obtain the **Department** for each **Responsible**
- v. 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-Dec-2016		16-Dec-2016				
2	Task 2	11-Dec-2016		28-Dec-2016				
3	Task 3	21-Dec-2016		08-Jan-2017				
4	Task 4	03-Jan-2017		26-Jan-2017				
5	Task 5	13-Jan-2017		28-Jan-2017				
6	Task 6	23-Jan-2017		09-Feb-2017				
7	Task 7	01-Feb-2017		21-Feb-2017				
8	Task 8	11-Feb-2017		16-Feb-2017				
9	Task 9	03-Feb-2017		21-Feb-2017				
10	Task 10	16-Feb-2017		05-Mar-2017				

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

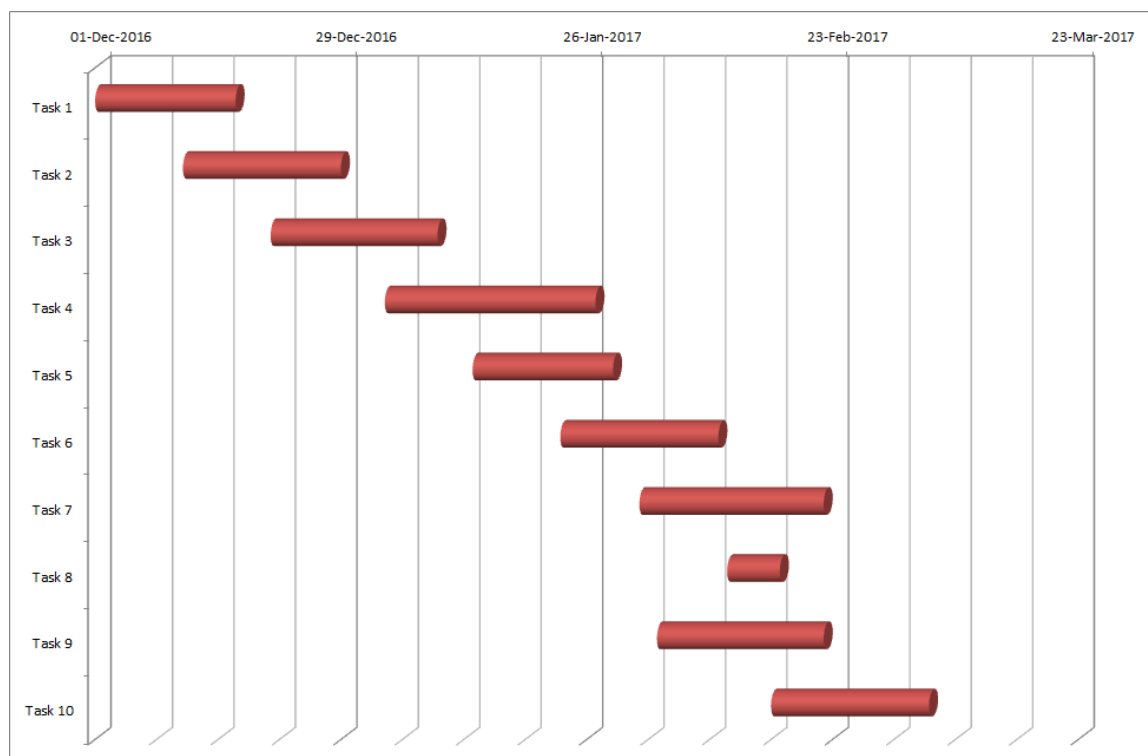
No	Task	Start Date	Duration	End Date	Priority	Responsible	Department	Status
1	Task 1	01-Dec-2016	16	16-Dec-2016	High	Alice Tso	Account Department	Open
2	Task 2	11-Dec-2016	18	28-Dec-2016	Medium	Joe Pang	IT Department	In Progress
3	Task 3	21-Dec-2016	19	08-Jan-2017	Low	William Tang	IT Department	Closed
4	Task 4	03-Jan-2017	24	26-Jan-2017	High	Serena Chan	Account Department	In Progress
5	Task 5	13-Jan-2017	16	28-Jan-2017	Medium	William Tang	IT Department	Closed
6	Task 6	23-Jan-2017	18	09-Feb-2017	Low	Alice Tso	Account Department	In Progress
7	Task 7	01-Feb-2017	21	21-Feb-2017	High	Alice Tso	Account Department	Open
8	Task 8	11-Feb-2017	6	16-Feb-2017	Medium	Joe Pang	IT Department	Open
9	Task 9	03-Feb-2017	19	21-Feb-2017	Low	William Tang	IT Department	Open
10	Task 10	16-Feb-2017	18	05-Mar-2017	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-Dec-2016	16	16-Dec-2016	High	Alice Tso	Account Department	Open
2	Task 2	11-Dec-2016	18	28-Dec-2016	Medium	Joe Pang	IT Department	In Progress
3	Task 3	21-Dec-2016	19	08-Jan-2017	Low	William Tang	IT Department	Closed
4	Task 4	03-Jan-2017	24	26-Jan-2017	High	Serena Chan	Account Department	In Progress
5	Task 5	13-Jan-2017	16	28-Jan-2017	Medium	William Tang	IT Department	Closed
6	Task 6	23-Jan-2017	18	09-Feb-2017	Low	Alice Tso	Account Department	In Progress
7	Task 7	01-Feb-2017	21	21-Feb-2017	High	Alice Tso	Account Department	Open
8	Task 8	11-Feb-2017	6	16-Feb-2017	Medium	Joe Pang	IT Department	Open
9	Task 9	03-Feb-2017	19	21-Feb-2017	Low	William Tang	IT Department	Open
10	Task 10	16-Feb-2017	18	05-Mar-2017	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

