

Exercise 3

Download the files from <http://www.Peter-Lo.com/Teaching/CIHE-Excel/Source3.zip>, you will use these files to finish the following exercises.

1. Open the Excel file “Question 3-1.xlsx”.

A) Create a pivot table showing the highest chart positions by channel and timeslot

	A	B	C	D	E
1					
2					
3					
4	Min of Chart Position		Column Labels		
5	Row Labels	Daytime	Late	Peak	Teatime
6	BBC1		11	17	2
7	BBC2		52	13	50
8	Channel 4		37	41	36
9	Channel 5		49	34	63
10	ITV1			1	19
11					
12					

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

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

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	