

## Exercise 6

Download the files from <http://www.peter-lo.com/Teaching/HHB-1203/Source6.zip> , you will use these files to finish the following exercises.

1. You are required to create a project plan in this exercise.
  - A) Open the Excel file “Question 6-1.xlsx”, and apply the following rules:
    - i. Calculate the **Duration** for each task: *End Date – 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*.

	A	B	C	D	E	F	G	H	I
1	No	Task	Start Date	Duration	End Date	Priority	Responsible	Department	Status
2	1	Task 1	01-Apr-2016		16-Apr-2016				
3	2	Task 2	11-Apr-2016		28-Apr-2016				
4	3	Task 3	21-Apr-2016		09-May-2016				
5	4	Task 4	04-May-2016		27-May-2016				
6	5	Task 5	14-May-2016		29-May-2016				
7	6	Task 6	24-May-2016		10-Jun-2016				
8	7	Task 7	02-Jun-2016		22-Jun-2016				
9	8	Task 8	12-Jun-2016		17-Jun-2016				
10	9	Task 9	04-Jun-2016		22-Jun-2016				
11	10	Task 10	17-Jun-2016		04-Jul-2016				

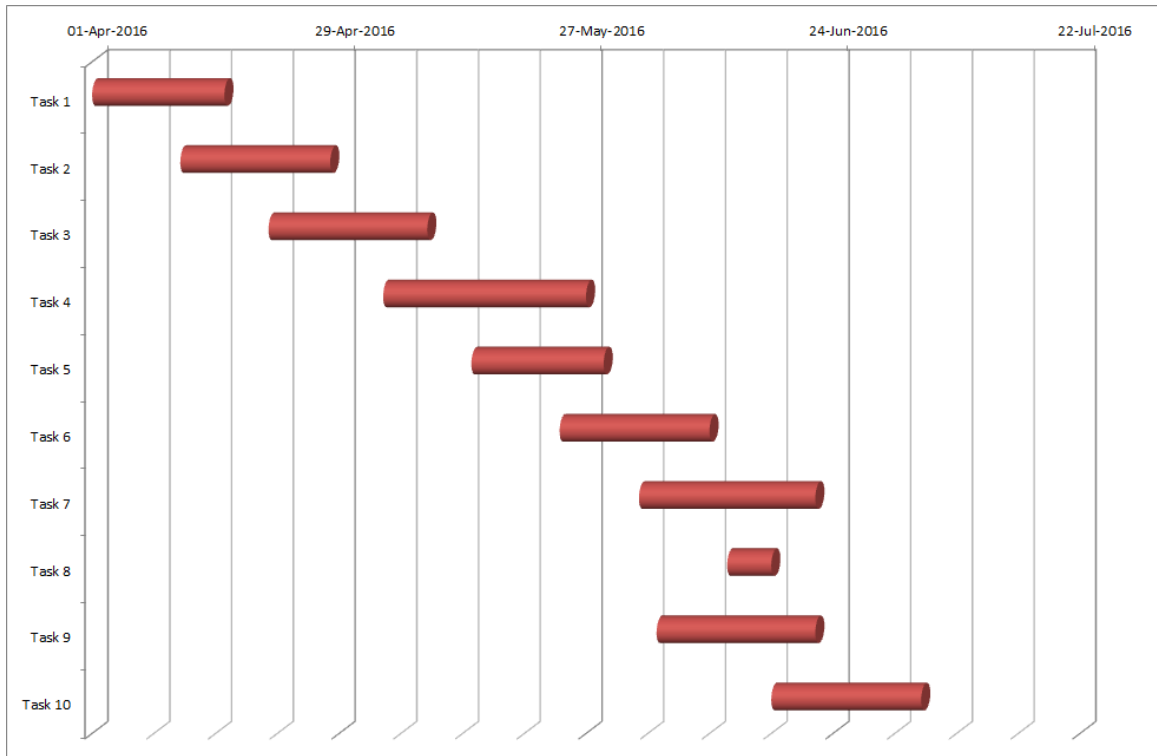
- B) Fill the data in the column **Priority**, **Responsible** and **Status**, the content in the column **Duration** and **Department** should be auto determined.

	A	B	C	D	E	F	G	H	I
1	No	Task	Start Date	Duration	End Date	Priority	Responsible	Department	Status
2	1	Task 1	01-Apr-2016	15	16-Apr-2016	High	Alice Tso	Account Department	Open
3	2	Task 2	11-Apr-2016	17	28-Apr-2016	Medium	Joe Pang	IT Department	In Progress
4	3	Task 3	21-Apr-2016	18	09-May-2016	Low	William Tang	IT Department	Closed
5	4	Task 4	04-May-2016	23	27-May-2016	High	Serena Chan	Account Department	In Progress
6	5	Task 5	14-May-2016	15	29-May-2016	Medium	William Tang	IT Department	Closed
7	6	Task 6	24-May-2016	17	10-Jun-2016	Low	Alice Tso	Account Department	In Progress
8	7	Task 7	02-Jun-2016	20	22-Jun-2016	High	Alice Tso	Account Department	Open
9	8	Task 8	12-Jun-2016	5	17-Jun-2016	Medium	Joe Pang	IT Department	Open
10	9	Task 9	04-Jun-2016	18	22-Jun-2016	Low	William Tang	IT Department	Open
11	10	Task 10	17-Jun-2016	17	04-Jul-2016	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.

	A	B	C	D	E	F	G	H	I
1	No	Task	Start Date	Duration	End Date	Priority	Responsible	Department	Status
2	1	Task 1	01-Apr-2016	15	16-Apr-2016	High	Alice Tso	Account Department	Open
3	2	Task 2	11-Apr-2016	17	28-Apr-2016	Medium	Joe Pang	IT Department	In Progress
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7	6	Task 6	24-May-2016	17	10-Jun-2016	Low	Alice Tso	Account Department	In Progress
8	7	Task 7	02-Jun-2016	20	22-Jun-2016	High	Alice Tso	Account Department	Open
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11	10	Task 10	17-Jun-2016	17	04-Jul-2016	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

