

## Exercise 6

Download the files from <http://www.peter-lo.com/Teaching/HHB-1208/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 |          |             |            |        |

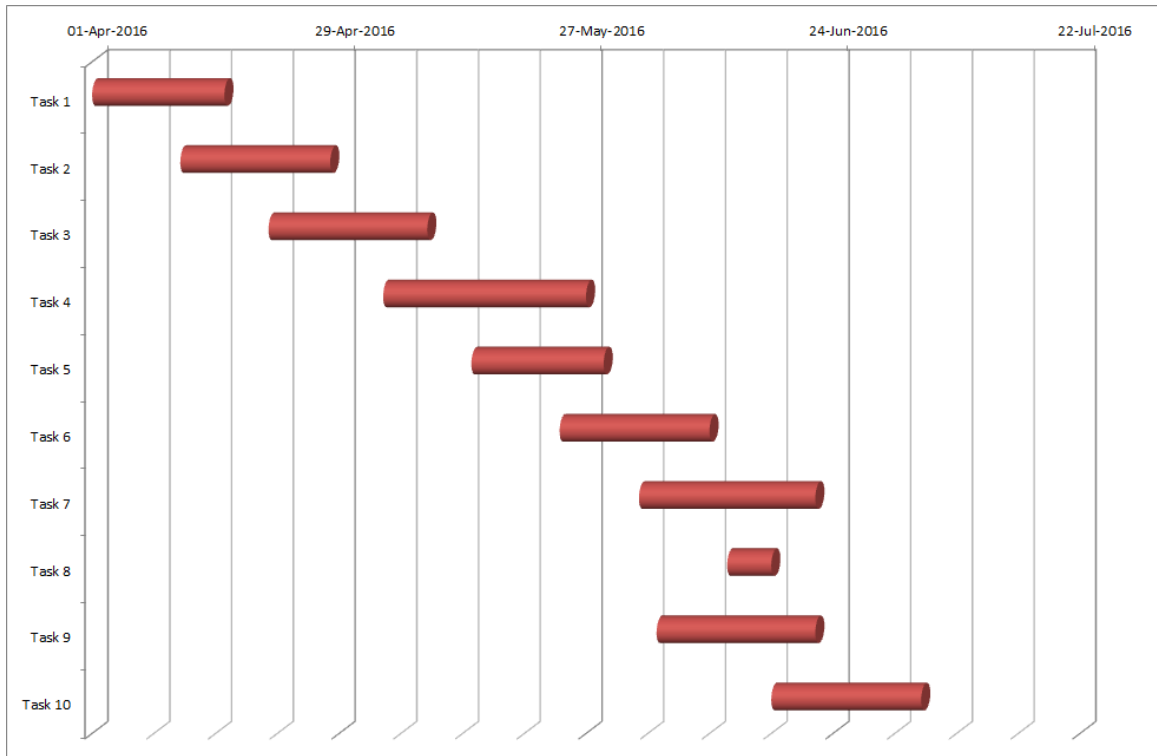
- B) Fill the data in the column **Priority**, **Responsible** and **Status**, the content in the column **Duration** and **Department** should be auto determined.

|    | 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 |
| 4  | 3  | Task 3  | 21-Apr-2016 | 18       | 09-May-2016 | Low      | William Tang | IT Department      | Closed      |
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| 6  | 5  | Task 5  | 14-May-2016 | 15       | 29-May-2016 | Medium   | William Tang | IT Department      | Closed      |
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| 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        |

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



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

