

Exercise 5

Download the files from <http://www.Peter-Lo.com/Teaching/SPEED-EXCEL/Source5.zip>, you will use these files to finish the following exercises.

1. Open the Excel file “Question 5-1.xlsx”.

A) Create a pivot table to show that Channel 4's best performing teatime show made number 36 on the weekly chart with 3.58 million viewers

	A	B	C
1			
2			
3	Channel	Channel 4	
4			
5	Sum of Viewers (millions)	Column Labels	
6	Row Labels	Teatime	Grand Total
7	36	3.58	3.58
8	Grand Total	3.58	3.58
9			

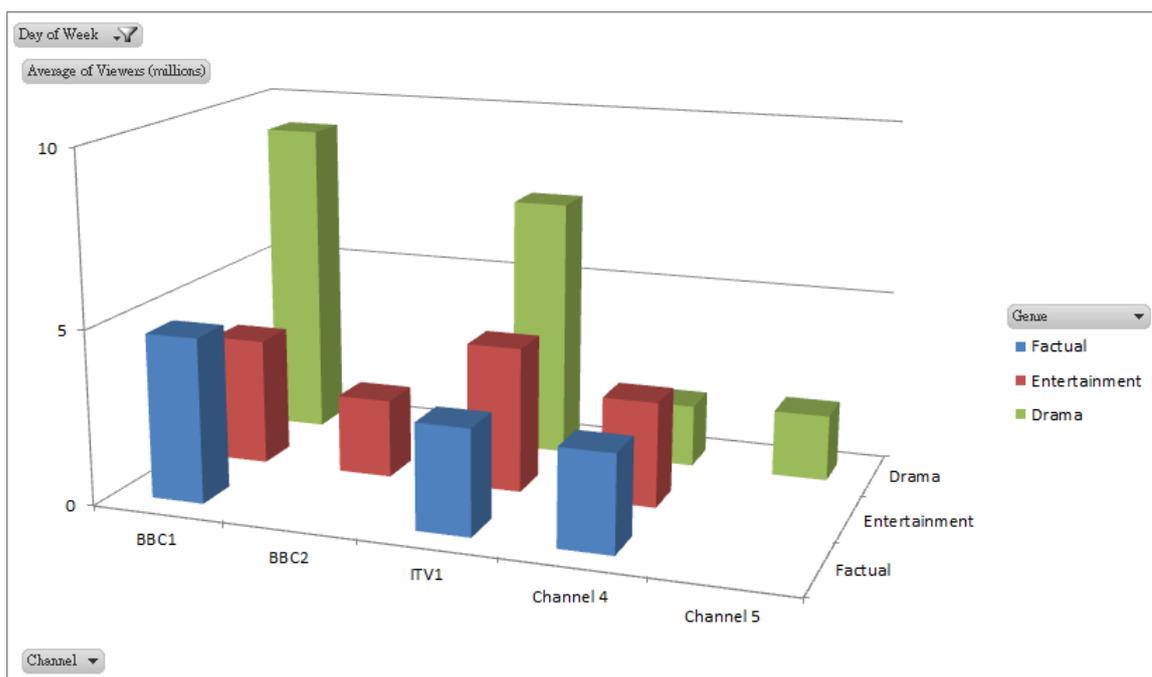
B) Create a pivot table to show that Two BBC1 dramas shown on Saturday in the peak evening timeslot made the weekly chart with an average of 8.45 million viewers

	A	B
1	Day of Week	Saturday
2	Genre	Drama
3		
4	Average of Viewers (millions)	Column Labels
5	Row Labels	Peak
6	BBC1	
7	Casualty	7.68
8	Doctor Who	9.22
9	Grand Total	8.45
10		

C) 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
8	Channel 4			37	41
9	Channel 5			49	34
10	ITV1				1
11					

- D) Create a Pivot Chart showing, in 3D column chart format, the average viewing figures by genre for each channel on Monday



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

- A) Open the Excel file “Question 5-2.xlsx”, and apply the following rules:

- Calculate the **Duration** for each task between *End Date* and *Start Date*.
- Create a drop-down list for user to select the **Priority**: *High*, *Medium*, and *Low*.
- Create a drop-down list for the **Responsible** based on the worksheet **Staff**.
- By using VLOOKUP, obtain the **Department** for each **Responsible**
- Create a drop-down list for the user to select the Status: *Open*, *In Progress*, and *Closed*.

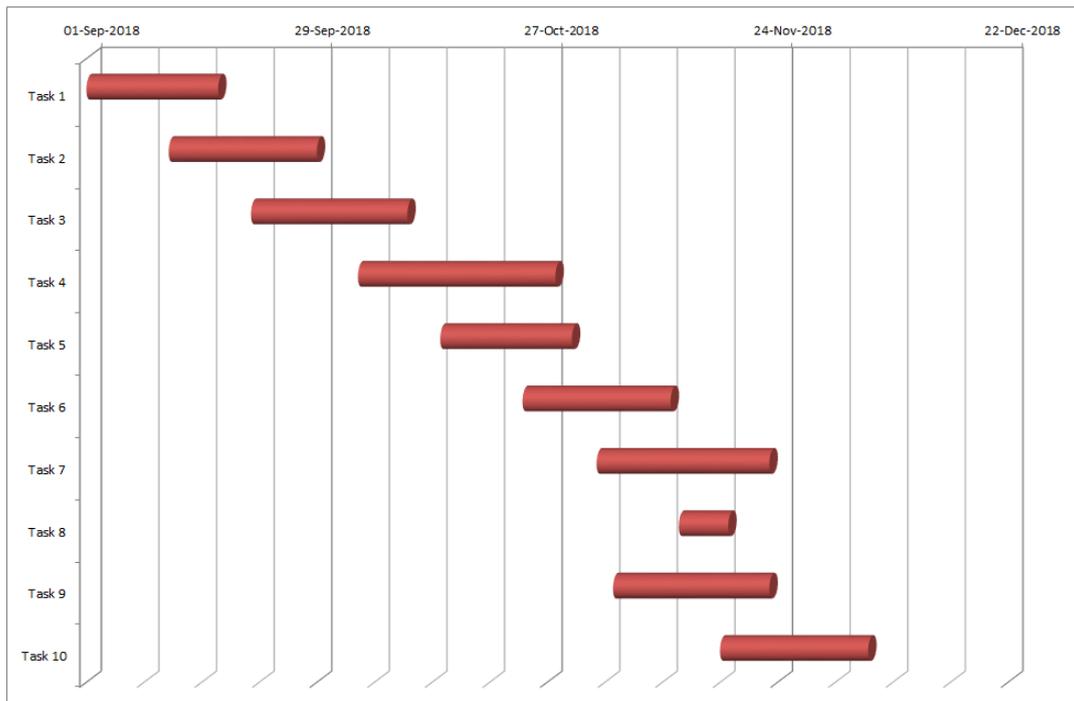
No	Task	Start Date	Duration	End Date	Priority	Responsible	Department	Status
1	Task 1	01-Sep-2018		16-Sep-2018				
2	Task 2	11-Sep-2018		28-Sep-2018				
3	Task 3	21-Sep-2018		09-Oct-2018				
4	Task 4	04-Oct-2018		27-Oct-2018				
5	Task 5	14-Oct-2018		29-Oct-2018				
6	Task 6	24-Oct-2018		10-Nov-2018				
7	Task 7	02-Nov-2018		22-Nov-2018				
8	Task 8	12-Nov-2018		17-Nov-2018				
9	Task 9	04-Nov-2018		22-Nov-2018				
10	Task 10	17-Nov-2018		04-Dec-2018				

- B) By using the conditional formatting, apply the following rules to the worksheet

- Set the row to **Green** color if the Status is **Closed**.
- 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-Sep-2018	16	16-Sep-2018	High	Alice Tso	Account Department	Open
2	Task 2	11-Sep-2018	18	28-Sep-2018	Medium	Joe Pang	IT Department	In Progress
3	Task 3	21-Sep-2018	19	09-Oct-2018	Low	William Tang	IT Department	Closed
4	Task 4	04-Oct-2018	24	27-Oct-2018	High	Serena Chan	Account Department	In Progress
5	Task 5	14-Oct-2018	16	29-Oct-2018	Medium	William Tang	IT Department	Closed
6	Task 6	24-Oct-2018	18	10-Nov-2018	Low	Alice Tso	Account Department	In Progress
7	Task 7	02-Nov-2018	21	22-Nov-2018	High	Alice Tso	Account Department	Open
8	Task 8	12-Nov-2018	6	17-Nov-2018	Medium	Joe Pang	IT Department	Open
9	Task 9	04-Nov-2018	19	22-Nov-2018	Low	William Tang	IT Department	Open
10	Task 10	17-Nov-2018	18	04-Dec-2018	High	Alice Tso	Account Department	Open

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



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

