

Exercise 4

Download the files from <http://www.Peter-Lo.com/Teaching/SpeedStaffExcel/Source4.zip>, you will use these files to finish the following exercises.

- Open the Excel file “Question 4-1.xlsx”. Create a pivot table to display the profit for each company in each quarter. (*Hint: Profit = Revenue – Profit*).

	A	B	C	D	E	F	G	H
1								
2								
3	Sum of Profit	Column Labels						
4		Qtr1			Qtr2			Grand Total
5	Row Labels	Jan	Feb	Mar	Apr	May	Jun	
6	ACC Institute	7,654	-	-	-	-	-	7,654
7	Capital Bank	-	8,547	10,693	10,816	18,345	12,454	60,855
8	EAG Brokers	8,677	9,766	2,986	4,433	5,426	3,602	34,890
9	Example (Pty) Ltd	15,915	22,334	37,765	15,713	11,570	33,889	137,185
10	GF Supplies	-	-	7,458	-	-	4,970	12,428
11	HP Finance	15,207	9,522	13,996	10,976	8,275	18,591	76,567
12	IAS Accountants	-	6,323	3,851	2,422	7,079	7,909	27,583
13	Inland Revenue	-	9,661	-	9,179	-	1,732	20,571
14	Interflora	8,811	-	6,186	3,518	9,206	-	27,721
15	IS Communications	2,303	4,731	7,424	2,730	3,504	7,926	28,617
16	JSE Brokers	-	3,478	-	-	-	-	3,478
17	Municipality	-	-	2,010	-	-	-	2,010
18	Newscorp	-	-	-	-	-	1,673	1,673
19	PR Properties	3,567	7,462	4,523	8,194	4,165	6,242	34,153
20	QA Attorneys	-	-	6,311	-	-	-	6,311
21	SA Airlines	-	3,815	9,048	-	-	-	12,863
22	Training Inc	-	-	6,847	-	-	-	6,847
23	Waltons	-	1,161	-	7,430	-	8,619	17,210
24	XY Traders	-	6,335	10,011	31	-	5,427	21,805
25	Grand Total	62,135	93,134	129,109	75,440	67,569	113,034	540,422

- Open the Excel file “Question 4-2.xlsx”. By using conditional format, create the Grant Chart for the project schedule
 - Highlight the Saturday and Sunday in Grey color. (*Hint: using WEEKDAY function*)
 - Mark the schedule in Orange color. The color bar should be able to generate automatically based on the date in “From” and “To” field (*Hint: using AND function*).

Task	From	To	Duration	April 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	29	30		
Project Kickoff	1-Apr-2017	1-Apr-2017	1	█																															
Blueprint Discussion	2-Apr-2017	10-Apr-2017	9	█	█	█	█	█	█	█	█	█																							
Implementation	11-Apr-2017	19-Apr-2017	9										█	█	█	█	█	█	█	█															
UAT	20-Apr-2017	24-Apr-2017	5																																
Data Conversion	25-Apr-2017	27-Apr-2017	3																																
Go Live	28-Apr-2017	28-Apr-2017	1																																

3. Open the Excel file “Question 4-3.xlsx”. By using conditional format, highlight the students in worksheet “Student List” who haven’t joined the Excel class (*Hint: check student number from worksheet “Excel Class”*).

<u>Student List</u>		
ID	Name	Sex
96200745	David Cheung	M
96114424	Patrick Pang	M
96101242	Simon Lee	M
96484247	May Leung	F
96012149	Paul Chan	M
96427732	Chris Wong	M
96415727	Ken Lee	M
96772763	John Chan	M
96577244	Mary Yeung	F
96452724	Amy Chow	F

<u>Excel Class List</u>		
ID	Name	Sex
96101242	Simon Lee	M
96452724	Amy Chow	F
96772763	John Chan	M
96484247	May Leung	F
96114424	Patrick Pang	M