

Exercise 7

Download the file from <http://www.peter-lo.com/Teaching/WK-S1101/Source7.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 7-1.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-Nov-2016		16-Nov-2016				
3	2	Task 2	11-Nov-2016		28-Nov-2016				
4	3	Task 3	21-Nov-2016		09-Dec-2016				
5	4	Task 4	04-Dec-2016		27-Dec-2016				
6	5	Task 5	14-Dec-2016		29-Dec-2016				
7	6	Task 6	24-Dec-2016		10-Jan-2017				
8	7	Task 7	02-Jan-2017		22-Jan-2017				
9	8	Task 8	12-Jan-2017		17-Jan-2017				
10	9	Task 9	04-Jan-2017		22-Jan-2017				
11	10	Task 10	17-Jan-2017		03-Feb-2017				

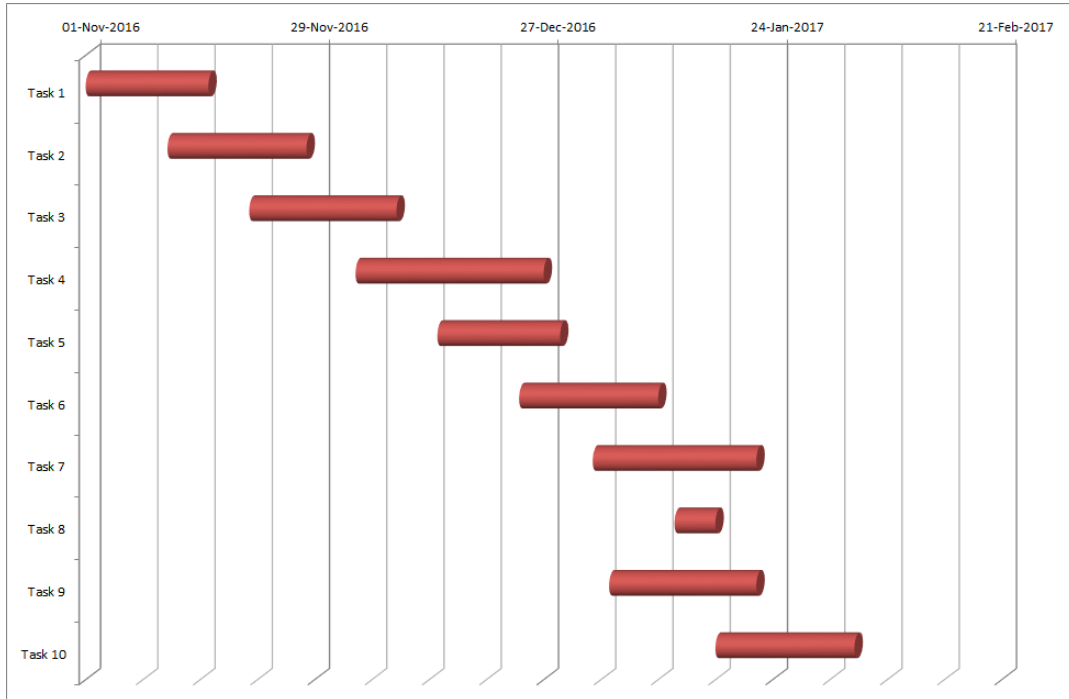
- B) Fill the data in the column **Priority**, **Responsible** and **Status**, the content in the column **Duration** and **Department** should be auto determined.

	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-Nov-2016	15	16-Nov-2016	High	Alice Tso	Account Department	Open
3	2	Task 2	11-Nov-2016	17	28-Nov-2016	Medium	Joe Pang	IT Department	In Progress
4	3	Task 3	21-Nov-2016	18	09-Dec-2016	Low	William Tang	IT Department	Closed
5	4	Task 4	04-Dec-2016	23	27-Dec-2016	High	Serena Chan	Account Department	In Progress
6	5	Task 5	14-Dec-2016	15	29-Dec-2016	Medium	William Tang	IT Department	Closed
7	6	Task 6	24-Dec-2016	17	10-Jan-2017	Low	Alice Tso	Account Department	In Progress
8	7	Task 7	02-Jan-2017	20	22-Jan-2017	High	Alice Tso	Account Department	Open
9	8	Task 8	12-Jan-2017	5	17-Jan-2017	Medium	Joe Pang	IT Department	Open
10	9	Task 9	04-Jan-2017	18	22-Jan-2017	Low	William Tang	IT Department	Open
11	10	Task 10	17-Jan-2017	17	03-Feb-2017	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-Nov-2016	15	16-Nov-2016	High	Alice Tso	Account Department	Open
3	2	Task 2	11-Nov-2016	17	28-Nov-2016	Medium	Joe Pang	IT Department	In Progress
4	3	Task 3	21-Nov-2016	18	09-Dec-2016	Low	William Tang	IT Department	Closed
5	4	Task 4	04-Dec-2016	23	27-Dec-2016	High	Serena Chan	Account Department	In Progress
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7	6	Task 6	24-Dec-2016	17	10-Jan-2017	Low	Alice Tso	Account Department	In Progress
8	7	Task 7	02-Jan-2017	20	22-Jan-2017	High	Alice Tso	Account Department	Open
9	8	Task 8	12-Jan-2017	5	17-Jan-2017	Medium	Joe Pang	IT Department	Open
10	9	Task 9	04-Jan-2017	18	22-Jan-2017	Low	William Tang	IT Department	Open
11	10	Task 10	17-Jan-2017	17	03-Feb-2017	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

Sum of Duration	Column Labels		High Total	Low		Low Total	Medium		Medium Total	Grand Total
Row Labels	In Progress	Open	In Progress	Open	In Progress	Open	In Progress	Open		
Account Department	23	52	75	17	17	17				92
Alice Tso		52	52	17	17	17				69
Serena Chan	23		23							23
IT Department				18	18	18	17	5	22	40
Joe Pang							17	5	22	22
William Tang				18	18	18				18
Grand Total	23	52	75	17	18	35	17	5	22	132

