

1. Formatting

- Open the Excel file “Question 1-1.xlsx” and format the output as below:

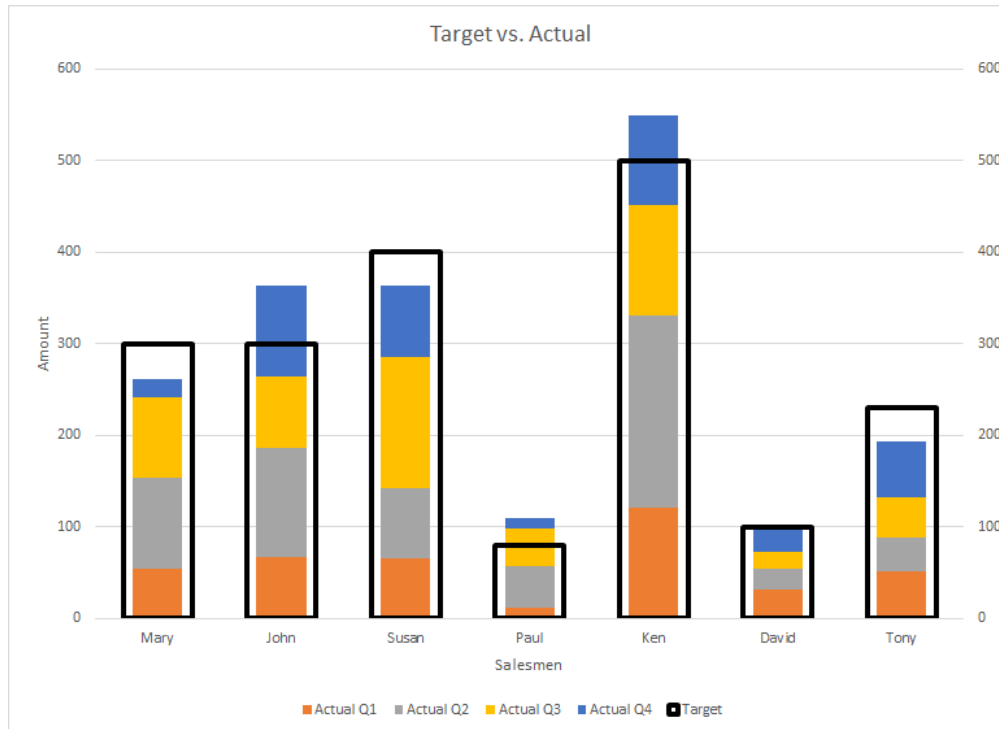
	A	B	C	D	E	F	G
1							
2				Cartoon Royalties			
3							
4				Name	Cartoons Shown	Royalties	Animator's Commission
5							
6		Names		<i>Donald Duck</i>	\$578	\$158,950	\$19,869
7				<i>Road Runner</i>	\$231	\$63,525	\$7,941
8				<i>Goofy</i>	\$42	\$11,550	\$1,444
9				<i>Bugs Bunny</i>	\$980	\$269,500	\$33,688
10				<i>Mickey Mouse</i>	\$1,326	\$364,650	\$45,581
11							
12				TOTAL	\$3,157	\$868,175	\$108,522
13							

- Open the Excel file “Question 1-2.xlsx”, highlight the students in worksheet “Student List” who haven’t joined the Excel class (from worksheet “Excel Class”).

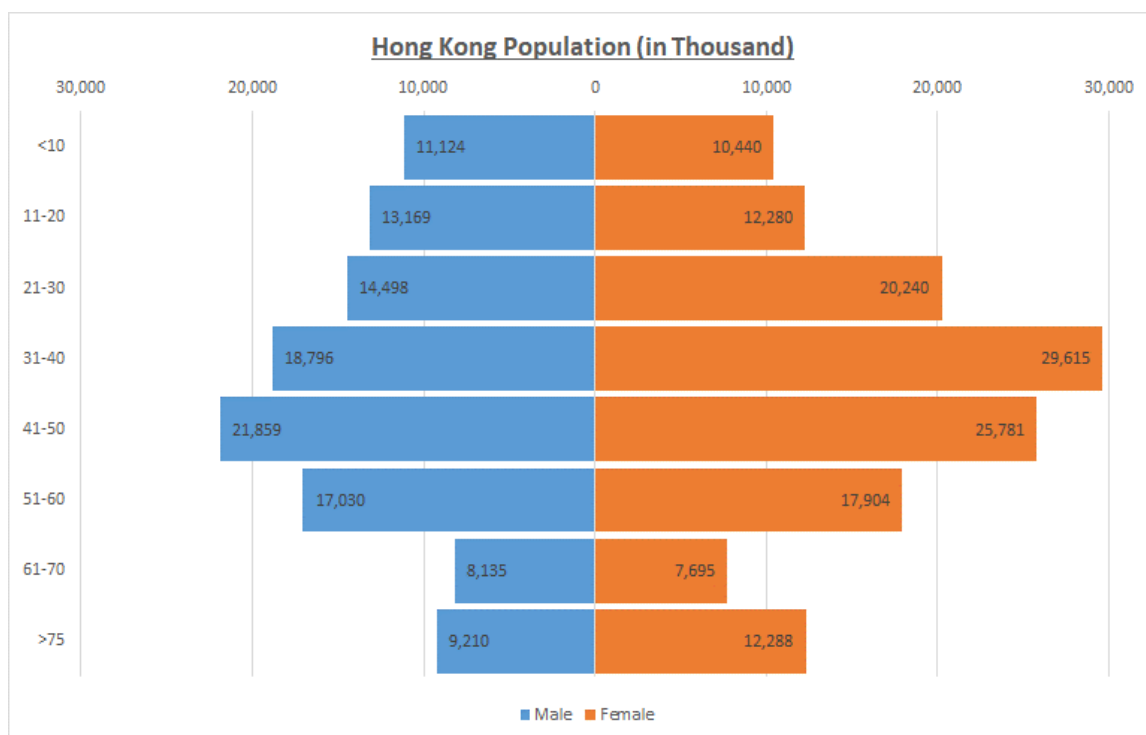
<u>Student List</u>			<u>Excel Class List</u>		
ID	Name	Sex	ID	Name	Sex
96200745	David Cheung	M	96101242	Simon Lee	M
96114424	Patrick Pang	M	96452724	Amy Chow	F
96101242	Simon Lee	M	96772763	John Chan	M
96484247	May Leung	F	96484247	May Leung	F
96012149	Paul Chan	M	96114424	Patrick Pang	M
96427732	Chris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

2. Charting

- Open the Excel file “Question 2-1.xlsx”, create the Target vs. Actual chart for salesmen.



- Open the Excel file “Question 2-2.xlsx”, create a Population Pyramid Chart.



3. Formula

- Open the Excel file “Question 3-1.xlsx”. This spreadsheet contains a list of furniture items.
 - Create a drop-down menu in the green cell that allows user select the product code.

Wise Owl Furnishings				Enquiry System	
Code	Item	Price	In Stock		
K16	Stool	£21.00	7	Code:	C39
A17	Lamp	£32.99	8	Item:	A17
A18	Bookcase	£112.50	40	Price:	A18
A34	Armchair	£89.99	5	Number in Stock:	A34
C39	Sofa	£312.00	80		C39
D80	Dining Table	£199.99	12		D80
F26	Shelves	£45.00	9		F26
B45	Kitchen	£231.00	34		B45
G36	Rocking Chair	£87.99	13		G36

- Enter formulae in the yellow cells so that whenever you select a product code in the green cell you see the product details beneath.

Wise Owl Furnishings				Enquiry System	
Code	Item	Price	In Stock		
K16	Stool	£21.00	7	Code:	C39
A17	Lamp	£32.99	8	Item:	Sofa
A18	Bookcase	£112.50	40	Price:	£312.00
A34	Armchair	£89.99	5	Number in Stock:	80
C39	Sofa	£312.00	80		
D80	Dining Table	£199.99	12		
F26	Shelves	£45.00	9		
B45	Kitchen	£231.00	34		
G36	Rocking Chair	£87.99	13		

- Open the Excel file “Question 3-2.xlsx”. By applying the suitable formula, find out the Latest Order Date and Total Order Quantity per Category for each Customer.

Customer	Category	Latest Order Date	Total Order Quantity
John	Meet		
John	Fruit		
Ken	Meet		
Ken	Fruit		
Mary	Meet		
Mary	Fruit		
Susan	Meet		
Susan	Fruit		

4. Pivot Table

1. Open the Excel file “Question 4-1.xlsx”. Create a pivot table showing the highest chart positions by channel and timeslot.
2. Open the Excel file “Question 4-2.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

5. Mixed Questions

1. Open the Excel file “Question 5-1.xlsx”. This spreadsheet contains a list of order information.
 - A) Calculate the “Order Amount” (Order Quantity x Unit Price)
 - B) Highlight the row with out of stock products in Red color (Product is out of stock if Order Quantity is greater than or equal to Stock in Inventory)
 - C) Create a Pivot Table for Order Amount per Category.

2. Open the Excel file “Question 5-2.xlsx”.
 - A) Format the Yearly Sales in million (e.g. 60,000,000 should be shown as 60 million)
 - B) Highlight all cells with Green color that Yearly Sales above 60 million.
 - C) By using suitable function, generate the Full Model Name automatically by combining Producer, Model and Type together. Example for first row is listed below:

Producer	Model	Type	Full Model Name
Vonda	GLE	Mini	Vonda GLE (Pick-Up)

- D) Create a PivotTable for Annual Sales per Model for each year.