Unit 3 Applications

Unit Application 3-1

Create and format a combination chart. Use the Info pane.

Eyeglass lens cleaning kits are sold by each office. These kits are purchased from the supplier in various carton sizes. In a worksheet, you can calculate the cost per kit which depends on the carton size. Then you will calculate a selling price using the current markup percentage. The data are then to be plotted in a combination column-line chart.

1. Open **Excel_Unit3-1** and save it as *[your initials]***u3-1**.

2. In cell D6, key a formula to determine the cost per individual kit. Copy the formula.

NOTE

The dollar amount of the markup is added to the cost to reach the selling price.

3. In cell E6, key a formula to multiply the per-kit cost by 1 plus the markup for the half-year. Copy the formula and use Currency format.

4. Delete row 5.

TIP

You can select and drag an individual data label to position it.

5. Use the data in columns A, B, D, and E to create a clustered column chart on a separate sheet. As the chart title, key **Cost and Selling Price Comparison**. Choose a chart style.

6. Change the chart type for both currency values to a line chart with markers. Format the number of kits data series to be plotted on a secondary axis. Show the data labels for each of the three series, choosing a position, size, and color that is readable.

7. Format all charts elements to create a chart that is attractive and easy to interpret. Position the legend at the bottom.

8. Edit the document properties to show your name as the author and **AllAround Vision Care** as the company name. Show a thumbnail preview.

9. Prepare and submit your work.

Unit Application 3-2

Create, sort, and filter a table. Use structured references and SUMIFS. Work with the Info pane.

AllAround Vision Care has three eye-care industry representatives who work in both Illinois and Washington. They are required to track their travel time and any toll expenses for reimbursement. Data for several months are ready for formatting as a table. The required totals can then be calculated. Each representative's data are then to be copied to its own sheet.

TIP

Copy the SUMIFS function and edit the arguments. Click the copied formula cell, and then click the Insert Function button f_x to edit the arguments in the Function Arguments dialog box.

1. Open **Excel_Unit3-2** and save it as *[your initials]*u3-2.

2. Create an Excel table for the appropriate data using **None** from the Light group. This adds table features but does not change the existing border layout.

3. Use SUMIFS in the **Total Time and Expenses** section. Format the data appropriately.

4. Center the labels in rows 1:2 across the data. Fix border problems, if any.

5. Copy the sheet, and filter the rows to show only Elverez's data. Sort the filtered rows alphabetically by state. Name the sheet **Elverez**. Do the same for the other two representatives.

6. Delete the unused sheets. Edit the document properties to include your name as the author and "AllAround Vision Care" as the company. Include a preview image.

7. Prepare and submit your work.

Unit Application 3-3

Create and manage scenarios. Use Goal Seek.

Like most companies, AllAround Vision Care strives to expand its services and the number of patients that it serves. The Dallas office has identified an attainable growth rate with prorated rates for the other offices. In this workbook, you will estimate the number of new patients per quarter for each office. Then you'll find target growth rates to attract a specific number of patients.

REVIEW

Click the Macros button on the View tab to run a macro.

1. Open **Excel_Unit3-3**. This is a macro-enabled workbook that has been marked as final.

2. Remove the Marked as Final setting, and enable and run the macro in cell A1. Save the file as a macro-free workbook with the name *[your initials]*u3-3.

3. Create range names automatically for cells A4:B7. Name cell H8 **Total**.

4. In cells B4, B5, and B7, create formulas that calculate each city's estimated growth rate as a percentage of the Dallas rate. The growth rates of Boston, Chicago, and Seattle are 80%, 120%, and 65%, respectively, of Dallas's rate. These cells should be formatted as percents with two decimals.

5. In columns D:G, estimate the number of patients on the basis of the previous quarter's number and the growth rate for the city. The formula multiplies the previous quarter by the growth rate plus 100%. Format values in columns C:H as Comma Style with no decimals.

6. Total the first through fourth quarters for next year in column H. Then total columns D through H in row 8.

7. Edit and format the labels in cells D3:G3 to match format and style of the label in cell C3. Format the worksheet attractively to highlight its purpose. Rename the sheet **Forecast**. Delete unused worksheets.

8. Create a scenario named **Current** with the Dallas growth rate as the changing cell.

9. Use Goal Seek to find the growth rates necessary to achieve 5000 new patients. Save the results as a scenario named **Growth**.

10. Create a scenario summary report using the growth rate percentages as **Result cells**. On the summary sheet, change the title in cell B2 to **AllAround Vision Care Quarterly Growth Estimates**. In cell D3, key **Target Growth**.

11. Prepare and submit your work.

Unit Application 3-4

On Your Own.

Find a Web site that lists some type of data (music, movies, sports or weather statistics, restaurants, classes, etc.). Copy all or a large section of the data into a worksheet. Arrange and format the data as an Excel table. Choose several labels within the data and use the thesaurus to replace each with a word that means the same thing. Name the table, and then experiment with sorting and filtering. Save the workbook as *[your initials]*u3-4. Prepare and submit your work.