# **Exp19\_Excel\_Ch04\_ML2\_Riverwood\_Realty**

## **Project Description:**

You work as a real estate agent for Riverwood Realty, an independent real estate agency in Utah. As part of your end of year reports, you compile a list of homes that have sold in your sales region. To complete your report you will create an Excel table, apply Filters, Sort, perform basic calculations using unqualified structured references, and prepare the document to print.

## **Steps to Perform:**

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| 1 | Start Excel. Download and open the file named *Exp19\_Excel\_Ch04\_Assessment\_Homes.xlsx*. Grader has automatically added your last name to the beginning of the filename. | 0 |
| 2 | Freeze the panes so that the column labels do not scroll offscreen. | 7 |
| 3 | Convert the data to a table and name the table **Sales**. | 10 |
| 4 | Apply Purple, Table Style Dark 10to the table. | 6 |
| 5 | Remove duplicate records from the table. Excel should find and remove eight duplicate records. | 2 |
| 6 | Add a new column in column I named **Days on Market**. Use unqualified structured references to calculate the days on market (Sale Date – Listing Date) in column I. Set column I’s width to 14. | 14 |
| 7 | Apply a Total Row to the Sales table. Set the Selling Price and Days on Market totals to Average. | 8 |
| 8 | Use Quick Analysis to apply the default Top 10% conditional formatting to column F. | 12 |
| 9 | Apply 3 Traffic Lights (Unrimmed) conditional formatting icon set to column I. Set the icon to display green for homes that sold within 45 days, yellow for 46 to 90, and red to homes that took more than 90 days to sell. | 15 |
| 10 | Filter the data to only display sales by the Selling Agent Hernandez. | 10 |
| 11 | Sort the table in Ascending order by City (Column C). | 6 |
| 12 | Set therange A1:I83 as the print area. | 10 |
| 13 | Save and close *Exp19\_Excel\_Ch04\_Assessment\_Homes.xlsx*. Exit Excel. Submit the file as directed. | 0 |

|  |  |
| --- | --- |
| **Total Points** | **100** |