# **GO16\_XL\_CH01\_GRADER\_1G\_AS - Regional Restaurant 1.5**

## **Project Description:**

In the following project, you will create a worksheet summarizing the regional sales to restaurants for 2016.

## **Steps to Perform:**

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| 1 | Start Excel. Download and open the file named *go16\_xl\_ch01\_grader\_1g\_as.xlsx*. | 0 |
| 2 | Change the Theme to Integral, and then widen column A to 80 pixels and columns B:H to 110 pixels. | 6 |
| 3 | Merge & Center the title across the range A1:H1, and then apply the Title cell style. Merge & Center the subtitle across the range A2:H2, and then apply the Heading 1 cell style. | 8 |
| 4 | Select the seven column titles, apply Center formatting, and then apply the Heading 4 cell style. | 6 |
| 5 | By using the Quick Analysis tool, Sum the Quarter 1 sales, and then copy the formula across for the remaining Quarters.  Note, Mac users, instead of the Quick Analysis tool, use the SUM button. Bold all four results. | 8 |
| 6 | Select the North sales for the fourth quarters (B4:E4), and then display the Quick Analysis Totals gallery. Click the second Sum option—the sixth item in the gallery—which displays the column selection in yellow. Copy the formula down through cell F7.  Note, Mac users, instead of the Quick Analysis tool, use the SUM button. Bold all four results. | 8 |
| 7 | Apply the Accounting Number Format to the first row of sales figures and to the total row, and the Comma Style to the remaining sales figures. Format the totals in row 7 with the Total cell style. | 8 |
| 8 | Insert a new row 6 with the row title **East** and the following sales figures for each quarter: **150963.15** and **168034.53** and **171328.50** and **170626.22** Copy the formula from F5 to F6. | 6 |
| 9 | Using absolute cell references as necessary so that you can copy the formula, in cell G4, construct a formula to calculate the Percent of Total Sales for the first region. Copy the formula down for the remaining regions. | 10 |
| 10 | To the computed percentages, apply Percent Style with two decimal places, and then center the percentages. | 8 |
| 11 | Insert Line sparklines in the range H4:H7 that compare the quarterly data. Do not include the totals. Show the sparkline Markers and apply the style in the second row—Dark Blue, Sparkline Style Accent 2, Darker 25%. Note, depending upon Office version used, the style name may be Sparkline Style Accent 2, Darker 25%. | 8 |
| 12 | Select the range that represents the sales figures for the four quarters, including the quarter names and each region—do not include any totals in the range. With this data selected, by using the Recommended Chart command, insert a Clustered Column chart with the regions as the category axis and the Quarters as the legend. | 8 |
| 13 | Apply Chart Style 8 and Colorful Palette 3 under Colorful. Position the chart so that its upper left corner aligns with the upper left corner of cell B10. Note, depending upon the Office version used, the color name may be Color 3. | 8 |
| 14 | Change the Chart Title to **2019 Regional Sales to Restaurants** | 4 |
| 15 | Deselect the chart. Change the page orientation to Landscape, center the worksheet Horizontally on the page, and then insert a footer with the File Name element in the left section. If necessary, return the worksheet to Normal view. | 4 |
| 16 | Save and close the document. Close Excel. Submit the file as directed. | 0 |

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