

# COMP-1975 Excel Assignment 3 - Modules 5 and 6

	<b>IMPORTANT:</b> Whenever the instructions refer to <b>Firstname, Lastname, Username, Instructor Firstname, or Instructor Lastname</b> you must substitute <u>your</u> information.	
	View the screenshots to help you clarify assignment instructions and your results. Note that screenshots show the <u>finished</u> work.	
<b>Part A - Module 5</b>		
	<i>You will analyze data from a fictional survey that asked 100 people about their favourite gourmet pizza place in Winnipeg.</i>	<b>Value</b>
1	- Open the file <i>Assignment 3 Starting File Part A.xlsx</i> and save it as <b>Firstname Lastname Pizza.xlsx</b> - Review the document contents.	0
2	- In cell B3 of the Documentation sheet, type the date you started working on the assignment. - In cell B4, type your Firstname Lastname. <i>(Minimum one mark deduction per cell if not done.)</i>	0
3	- Switch to the Results sheet. - Freeze Panes so that you can still see the first three rows when you scroll to the bottom of the list.	1
4	- Convert the data on the Results sheet to an Excel table. - Select a table style of your choice that is not the default. - Name the table: FirstName_Results - Adjust column width to match the screenshot. Note how table headers are wrapped.	4
5	<i>You realize that one response was forgotten when the workbook was first created.</i> - Add the following record to the bottom of the table: Respondent ID 244 of St. James spent \$65 at Pizza 21st Century.	1
6	- Use the Remove Duplicates tool to delete any duplicate records from the table. <i>HINT:</i> After completing this task, 101 unique records should remain.	1
7	- Sort the data by Respondent's Part of the City (A to Z), then by Favourite Gourmet Pizza Place (A to Z), then Amount Spent in Past Month (Largest to Smallest).	3
8	- Make a copy of the Results sheet, place it at the end of the workbook, and name it Filter. - Use 2 Slicers to filter the records to show only respondents who live in East Kildonan or River Heights, who prefer Pizza 21st Century. Apply a slicer style of your choice to each. - Next, use the filter arrow to further filter the results to display only those who spent \$30 or more. Required: a number filter must be used. - Use the Total Row tool to display both the number of respondents who meet these criteria as well as the total amount spent. -Adjust functions and labels as required to match the screenshot .	8
9	<i>You would like to use the Subtotal tool to summarize your data by Favourite Gourmet Pizza Place.</i> - First, copy the Results sheet, rename the copy Subtotals, and place the new sheet at the end of the workbook. - Use the Subtotal tool to find total Amount Spent, broken down by Favourite Gourmet Pizza Place. Use the screenshot as a guide to help you, and remember that you must complete two preliminary steps before you use the Subtotal command!)	7
	- Display Level 2: all the Subtotals and the Grand Total. - Resize the columns as needed to ensure no information is cut off.	

10	<ul style="list-style-type: none"> <li>- Using the data on the Results sheet, create a PivotTable to show average of Amount Spent by Favourite Gourmet Pizza Place.</li> <li>- Place the PivotTable on a new sheet named Average. Move this sheet to the end of the workbook.</li> <li>- Use the screenshot to help you set up your PivotTable.</li> <li>- Complete all formatting to match the screenshot.</li> </ul>	6
11	<ul style="list-style-type: none"> <li>- Create a PivotChart (type 3-D Pie) which is based on the PivotTable that you created in the previous step.</li> <li>- Size and position the chart on the same sheet, as shown in the screenshot.</li> <li>- Remove the chart title.</li> <li>- Apply Chart Style 3.</li> <li>- Modify chart labels to match the screenshot.</li> <li>- Delete the legend.</li> <li>- Explode the piece of pie representing the largest %.</li> </ul>	6
12	<ul style="list-style-type: none"> <li>- <i>IMPORTANT Final check: <u>all</u> formatting, spelling, other errors. Ensure column width and row height allows for all information to be properly displayed.</i></li> <li>- This process should happen every time you create a finished product.</li> <li>- Carefully check your work, referring frequently to the screenshots and instructions.</li> <li>- While no marks are given for this requirement, as much as 10% of the overall mark may be deducted.</li> </ul>	<i>deduction if requirement not met</i>
13	<ul style="list-style-type: none"> <li>- Go to the Documentation sheet, and click in cell A1. Save and close your file.</li> </ul>	<i>deduction if requirement not met</i>
	<b>Subtotal Part A</b>	<b>37</b>

Part B - Module 6		
	<i>You own a bike shop with five regional stores in Manitoba. You want to analyze June to September sales of various products from the five stores and create a summary.</i>	Value
1	<ul style="list-style-type: none"> <li>- Open the file <i>Assignment 3 Starting File Part B.xlsx</i> and save it as <b>Firstname Lastname Bikes.xlsx</b></li> <li>- Review the workbook contents.</li> </ul>	0
2	<ul style="list-style-type: none"> <li>- Group the five worksheets together (Interlake, Northern, Parkland, Pembina Valley, Winnipeg).</li> <li>- In cell B11, indent the word "Total"</li> <li>- For the ranges C11:F11 and G5:G11, use <u>functions</u> to calculate the total sales revenue.</li> <li>- Apply the Accounting number format with 0 decimals to all numeric data.</li> <li>- Use borders to separate the Totals and labels from the rest of the data. See screenshot for clarification if needed.</li> <li>- Make any additional formatting changes to the worksheets to match the screenshot.</li> <li>- Verify that your changes appear on all of the worksheets.</li> <li>- <i>HINT</i>: Consider column width, text alignment, etc.</li> </ul>	5
3	<p><i>You would like to create a new sheet to summarize the information from the five regional stores.</i></p> <ul style="list-style-type: none"> <li>- Copy one of the other worksheets, and place it as the first sheet. Rename the copied sheet as Summary.</li> <li>- Modify the text in rows 2 and 3 of the Summary sheet to match the screenshot.</li> </ul>	2
4	<ul style="list-style-type: none"> <li>- Before creating summary functions, modify the structure of the Summary sheet to match the screenshot: delete the month columns, remove the functions in the right column, adjust labels to match screenshot.</li> </ul>	2
5	<ul style="list-style-type: none"> <li>- On the Summary sheet, beginning in cell C5, use a <u>SUM function with a 3-D reference</u> to calculate total revenue from all stores for each sales item.</li> <li>- Use a <u>function</u> to calculate the grand total.</li> <li>- All results and formatting on the Summary sheet should match the screenshot.</li> </ul>	4
6	<p>Group all six worksheets, and then create a footer as follows:</p> <ul style="list-style-type: none"> <li>- On the left side of the footer, insert the File Name code.</li> <li>- On the right side of the footer, type your college Username.</li> <li>- Make sure these changes are applied to all sheets.</li> <li>- Ungroup all the sheets.</li> </ul>	2
7	<ul style="list-style-type: none"> <li>- Group all sheets except the Summary sheet (5 sheets grouped)</li> </ul> <p>Create a header as follows:</p> <ul style="list-style-type: none"> <li>- On the left side of the header, type your own Firstname and Lastname.</li> <li>- On the right side of the header, insert the Current Date code.</li> <li>- Make sure these changes are applied to all five worksheets.</li> <li>- Ungroup all the sheets.</li> </ul>	2
8	<p><b>IMPORTANT Final check:</b> <u>all</u> formatting, spelling, other errors.</p> <p>This process should happen every time you create a finished product.</p> <p>Carefully check your work, referring frequently to the screenshots and instructions.</p> <p>While no marks are given for this requirement, as much as 10% of the overall mark may be deducted.</p>	<i>deduction if requirement not met</i>

9	Group all the sheets and select cell A1. Ungroup the sheets and go to the Summary sheet. Ensure cell A1 is selected. <i>TIP: Before closing a file, it is a good habit to display your first worksheet and ensure the top of each sheet is showing.</i> Save and close your file.	<i>deduction if requirement not met</i>
	<b>Subtotal Part B</b>	<b>17</b>
	<b>Total</b>	<b>54</b>

**Assignment Submission:**

-Upload your finished files to LEARN. You will have two files for this assignment.

**-SUBMIT your Assignment by the due date and time indicated in the Dropbox for your class.**

Immediately note the confirmation statement that your assignment has been successfully submitted.

Keep a copy of your assignment files in a safe place.

Do not share your work with any other students. This is considered Academic Dishonesty and has serious consequences.

## Excel Assignment 3 Screenshots

### Part A

	A	B	C	D
2				
3	<b>Respondent ID</b>	<b>Respondent's Part of the City</b>	<b>Favourite Gourmet Pizza Place</b>	<b>Amount Spent in Past Month</b>
4	821	East Kildonan	Bonfire Bistro	\$160
5	377	East Kildonan	Carbone	\$160
6	905	East Kildonan	Diana's	\$156
7	922	East Kildonan	Diana's	\$110
8	307	East Kildonan	Diana's	\$70
9	275	East Kildonan	Pizza 21st Century	\$130
10	300	East Kildonan	Pizza 21st Century	\$171
11	904	East Kildonan	Pizza 21st Century	\$117
12	612	East Kildonan	Pizza 21st Century	\$156
13	397	East Kildonan	Pizza 21st Century	\$119
14	50	East Kildonan	Pizza 21st Century	\$90

Documentation Results Filter Subtotals Average +

	A	B	C	D	E	F	G	H
1	Pizza Survey							
2								
3	<b>Respondent ID</b>	<b>Respondent's Part of the City</b>	<b>Favourite Gourmet Pizza Place</b>	<b>Amount Spent in Past Month</b>				
9	275	East Kildonan	Pizza 21st Century	\$130				
10	300	East Kildonan	Pizza 21st Century	\$171				
11	904	East Kildonan	Pizza 21st Century	\$117				
12	612	East Kildonan	Pizza 21st Century	\$156				
13	397	East Kildonan	Pizza 21st Century	\$119				
14	50	East Kildonan	Pizza 21st Century	\$90				
15	771	East Kildonan	Pizza 21st Century	\$77				
16	15	East Kildonan	Pizza 21st Century	\$50				
17	290	East Kildonan	Pizza 21st Century	\$44				
18	243	East Kildonan	Pizza 21st Century	\$40				
19	804	East Kildonan	Pizza 21st Century	\$31				
20	293	East Kildonan	Pizza 21st Century	\$30				
94	665	River Heights	Pizza 21st Century	\$123				
95	647	River Heights	Pizza 21st Century	\$44				
105	<b>Count</b>	<b>14</b>	<b>Total</b>	<b>\$1,222</b>				

Documentation Results Filter Subtotals Average +

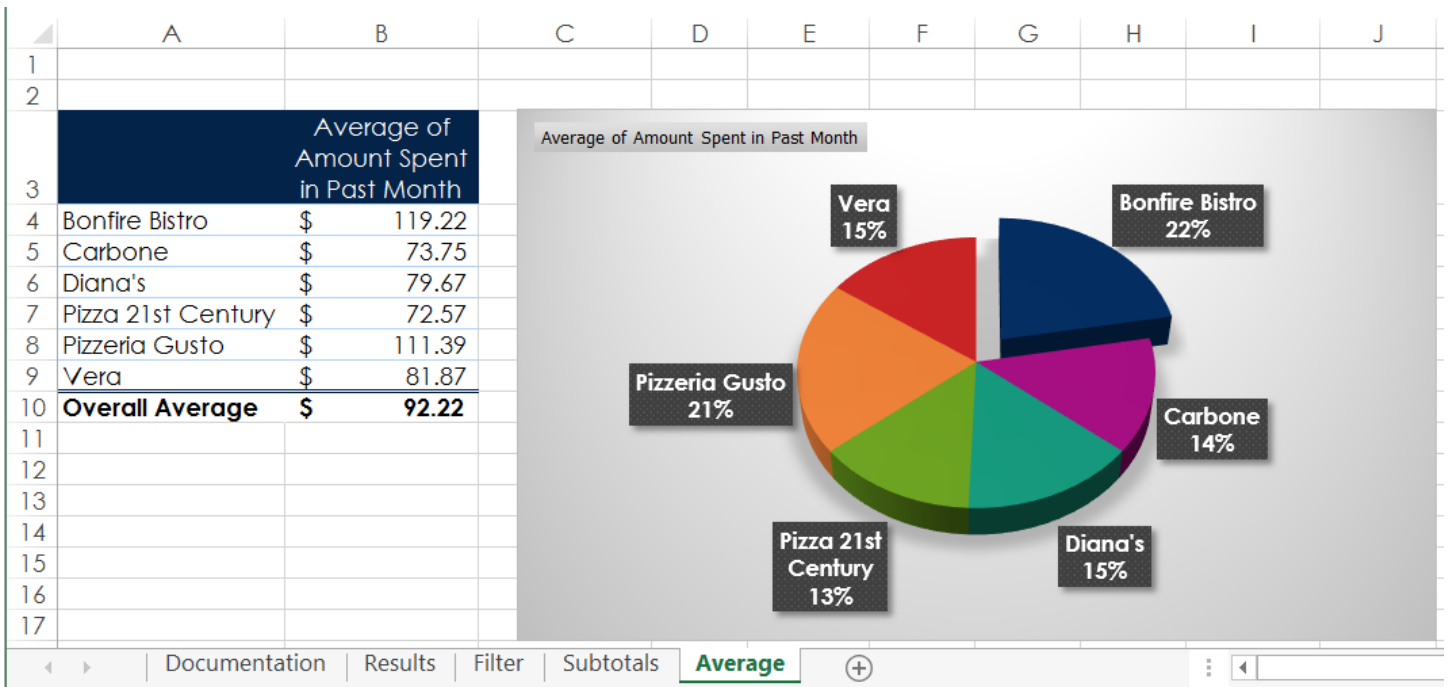
**Respondent's ...**

- East Kildonan
- Ft. Rouge
- Garden City
- River Heights
- St. James
- St. Boniface
- St. Norbert
- Transcona

**Favourite Gour...**

- Bonfire Bistro
- Carbone
- Diana's
- Pizza 21st Century
- Pizzeria Gusto
- Vera

	1	2	3		A	B	C	D
	1				Pizza Survey			
	2							
	3				<b>Respondent ID</b>	<b>Respondent's Part of the City</b>	<b>Favourite Gourmet Pizza Place</b>	<b>Amount Spent in Past Month</b>
+	27						<b>Bonfire Bistro Total</b>	\$2,742
+	36						<b>Carbone Total</b>	\$590
+	46						<b>Diana's Total</b>	\$717
+	75						<b>Pizza 21st Century Total</b>	\$2,032
+	94						<b>Pizzeria Gusto Total</b>	\$2,005
+	110						<b>Vera Total</b>	\$1,228
-	111						<b>Grand Total</b>	\$9,314
					Documentation	Results	Filter	Subtotals
							Average	+



Part B

	A	B	C
1	<b>Bikes &amp; More</b>		
2	<b>SUMMARY</b>		
3	<i>June to September Revenue by Item</i>		
4			<b>Total</b>
5		Lights & Reflectors	\$ 10,888
6		Locks	\$ 8,307
7		Mirrors	\$ 9,770
8		Bags	\$ 8,658
9		Racks	\$ 14,493
10		Bells & Whistles	\$ 7,694
11		<b>Grand Total</b>	<b>\$ 59,810</b>
12			
		<b>Summary</b>	Interlake Northern

	A	B	C	D	E	F	G
1	<b>Bikes &amp; More</b>						
2	<b>Interlake</b>						
3	<i>Monthly Revenue by Item</i>						
4			June	July	August	September	Total
5		Lights & Reflectors	\$ 397	\$ 523	\$ 615	\$ 382	\$ 1,917
6		Locks	\$ 524	\$ 537	\$ 742	\$ 155	\$ 1,958
7		Mirrors	\$ 623	\$ 164	\$ 282	\$ 382	\$ 1,451
8		Bags	\$ 292	\$ 407	\$ 270	\$ 269	\$ 1,238
9		Racks	\$ 177	\$ 292	\$ 283	\$ 406	\$ 1,158
10		Bells & Whistles	\$ 267	\$ 141	\$ 283	\$ 754	\$ 1,445
11		<b>Total</b>	<b>\$ 2,280</b>	<b>\$ 2,064</b>	<b>\$ 2,475</b>	<b>\$ 2,348</b>	<b>\$ 9,167</b>
12							
		<b>Summary</b>	<b>Interlake</b>	Northern	Parkland	Pembina Valley	Winnipeg

	A	B	C	D	E	F	G
1	<b>Bikes &amp; More</b>						
2	<b>Winnipeg</b>						
3	<i>Monthly Revenue by Item</i>						
4			June	July	August	September	Total
5		Lights & Reflectors	\$ 929	\$ 1,095	\$ 1,075	\$ 832	\$ 3,931
6		Locks	\$ 643	\$ 987	\$ 542	\$ 1,058	\$ 3,230
7		Mirrors	\$ 760	\$ 547	\$ 949	\$ 507	\$ 2,763
8		Bags	\$ 739	\$ 288	\$ 637	\$ 529	\$ 2,193
9		Racks	\$ 711	\$ 573	\$ 748	\$ 583	\$ 2,615
10		Bells & Whistles	\$ 561	\$ 860	\$ 854	\$ 886	\$ 3,161
11		<b>Total</b>	<b>\$ 4,343</b>	<b>\$ 4,350</b>	<b>\$ 4,805</b>	<b>\$ 4,395</b>	<b>\$ 17,893</b>
12							
		<b>Summary</b>	<b>Interlake</b>	Northern	Parkland	Pembina Valley	<b>Winnipeg</b>