"Case Problem 1

Data File needed for this Case Problem: NP\_EX\_12-3.xlsm

Invent Software David Wright is a hiring manager for the Human Resources (HR) department at Invent Software, a growing company that creates software for inventory management. David is using Excel to track the hiring process from initial job postings through interviews to job offers and wants your help in developing an application to automate the process reporting key hiring metrics. The application will be used by staffers in the HR department, so it must be easy to use with safeguards to help prevent user error. David already created part of the application and needs you to finish it. Complete the following:

1. Open the NP\_EX\_12-3.xlsm workbook located in the Excel12 > Case1 folder included with your Data Files. Save the workbook as NP\_EX\_12\_Invent in the location specified by your instructor.
2. In the Documentation worksheet, enter your name and the date.
3. In the Dashboard worksheet, create the following WordArt object:

Insert the WordArt object showing text in a black font with a hard red drop shadow located in the third row and second column of the WordArt gallery.

Change the default text to Invent Software.

Move the WordArt object to the upper-left corner of the worksheet.

Apply an 18-point golden glow text effect to the WordArt object, choosing the effect in the fourth row and first column of the gallery of glow effects.

1. Insert a funnel chart of the data in the range F8:G13. Move and resize the chart to cover the range J6:K15. Change the chart title to Application History.
2. In cell F19, create a list validation based on the data in the range O8:O18. In cell G19, create a list validation based on the data in the range Q8:Q13. The application will now be able to retrieve data on applicants that match specified search criteria.
3. Use the arrow buttons in cells F19 and G19 to select the values Accountant and Onsite Interview.
4. In the Dashboard worksheet, hide the contents of columns O through Q.
5. Hide the Applicants, Application PivotTable, and Terms and Definitions worksheets.
6. Protect the workbook. Do not specify a password for the document.
7. In the Dashboard worksheet, unlock cells F19 and G19, and then protect the worksheet to allow only selecting locked and unlocked cells. Do not specify a password for the protected sheet."

"Case Problem 2

Data File needed for this Case Problem: NP\_EX\_12-4.xlsm

Milwaukee Cheese Roberta Olson is a dispatch manager for Milwaukee Cheese, a large cheese and dairy supply company operating in the Midwest. One of Roberta’s jobs is to provide the shipping assignments to the company drivers among 27 Wisconsin cities. It is company policy that no driver logs more than 350 miles in a single day driving from one distribution center to the next. You will help Roberta develop an Excel application for entering driving assignments that fulfill company policy.

Roberta’s worksheet includes a Driving Form worksheet in which you will enter commands to store each leg of a driving itinerary. The legs will then be stored in the Itinerary table of the Driving Itinerary worksheet. The distances between the 27 cities are stored in the Distance Table worksheet. Distances will be automatically calculated for you.

In this application, you will combine validation tests within a single cell using a custom validation formula. For a driving leg to be valid it should start and end in one of the 27 cities, and the total driving distance should not exceed 350 miles. Complete the following:

1. Open the NP\_EX\_12-4.xlsm workbook located in the Excel12 > Case2 folder included with your Data Files. Save the workbook as NP\_EX\_12\_Cheese in the location specified by your instructor.
2. In the Documentation worksheet, enter your name and the date.
3. In the Driving Form worksheet, you will enter individual legs of a driving itinerary. The mileage between starting and ending cities is calculated in cell F6. Currently that cell displays an error value because no cities have been specified in cells D6 and E6. Revise the formula in cell F6 so that it displays a blank text string in place of an error value.
4. This form will use the AutoComplete feature to fill in the city names in cells D6 and E6. There is no need to display the city names in rows 7 through 33 for AutoComplete to work. Hide rows 7 through 33 in the worksheet so that content doesn’t distract the user.
5. Unlock cells D6 and E6.

6. The data in cells D6 and E6 have two validation rules: The city names must be included in the list of cities. The total of the driving mileage in cell F6 and the value stored in the dist range name should be less than or equal to 350. In the range D6:E6, create a custom validation rule using the following formula:

=AND(COUNTIF(cities,D6)=1,SUM($F$6,dist)<=350)

1. If the validation rule is violated, display a warning box with the title Invalid Data and the message You either mistyped the city name or adding this leg will result in a total driving distance exceeding 350 miles. (including the period).
2. Hide the Distance Table worksheet.
3. Protect the workbook. Do not specify a password.
4. Protect the contents of the Driving Form and Driving Itinerary worksheets, allowing users to only select locked and unlocked cells. Save the workbook.
5. In the Driving Form worksheet, enter Milwaukee as the starting city of the first leg in cell D6, and then enter West Allis as the ending city in cell E6. Verify that the distance between the two cities is 7 miles.
6. Save the workbook."