CSC 141 - Assignment 1.2- Cross Worksheet

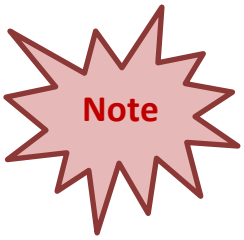
Skills

- Copy and paste one worksheet to another
- Group worksheets
- Make a reference to a cell on another worksheet
- Select the correct combination of relative, absolute and mixed references so that a formula can be copied and still work properly.
- Basic formatting.
- Research and use Excel MID and CELL functions.

Preparation

Download the file YourName_Assignment_1.2.xlsx and be sure to put your name in the filename following the instructions in the **General Homework Instructions.**

- Don't delete or add any rows or columns to the existing worksheet.
- Be sure you use the exact cells referenced in the instructions.



As you work, where you need to write a formula, create your own cell names as appropriate so that **every** formula you write uses **only** your names. For example, =SUM(SomeNameYouMakeUp) instead of =SUM(Z3:Z17). If you're not sure how to do this see the video on naming ranges!

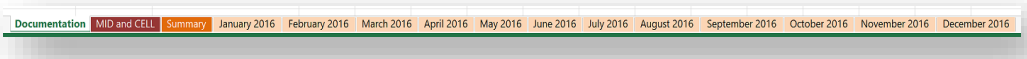
Intro

You're new in your job as an assistant analyst at Acme widgets. You're working for the chief financial officer. She just emailed you a spreadsheet with two months' worth of numbers and a scanned in document. The scanned in document is named **MeetingNotes.pdf** on Blackboard.

Steps

1.	[3]	To the workbook add worksheets for November 2016 and December 2016. Place them to the right of the October sheet so the months are in order. Name these worksheets similarly to the existing worksheet and give them the same layout.
2.	[3]	Then enter the data from her scanned-in document into the worksheets for the two new months. Be sure to double check your data entry. At Acme data entry errors are inexcusable; your predecessor was fired because an important spreadsheet had incorrect numbers entered in it and management made a bad decision based on the spreadsheet.

3.	[2]	In column F of all the worksheets create a Total column that sums the Sales Amount and Freight dollars for each row.
4.	[5]	Create a new worksheet named **Summary** that has the same layout as the monthly worksheets. Position it to the left of the January worksheet. In each of the numeric cells of the Summary worksheet enter a formula that uses cross sheet references to sum up the values from the monthly worksheets. You must write a formula in the upper left cell (**C7**) that you can copy down and across to all the cells of the table. Your formula should use the SUM function. DO NOT write a function that looks like this: SUM(MonthX!C7, MonthY!C7,… or like this SUM(MonthX!C7+ MonthY!C7,…
5.	[5]	Format all the monthly and the summary worksheets in a neat and professional manner. The monthly worksheets should all be identically formatted. Format the Summary worksheet differently from the monthlies – for example different fonts or colors. This workbook is going to be presented to your boss's boss so it can't look like a hack job. Tip: Use the theme styles on the Home ribbon to give complementary colors to the headers, titles and so on. Put borders around all the cells in the tables. With numbers this big no one cares about pennies, so don't show them.
6.	[4]	Note the complex formula in merged cell B3 in each of the monthly worksheets. This formula displays the name of the worksheet using the CELL and MID functions, neither of which we've studied. The CELL function can return a variety of information about the cell specified in the second argument. Once you're in the workplace, a very valuable skill will be to figure out on your own how to use features of Excel that you're not familiar with. Do some research on the CELL function. *Tip: When you're researching an Excel feature, always start your search with the word "excel". For example, Google "excel cell function". Putting "excel" first will help Google narrow the results.* Then in cells B4 and B5 on the **Cell and Mid** worksheet use the CELL function to display information about cell B3. In cells C4 and C5 write one sentence that explains what the function you wrote does. Display different types of information in B4 and B5 and don't use "filename" as the first argument, since you can see that on the monthly worksheet.
7.	[2]	In cell B9 of the **Cell and Mid** worksheet write a MID function that displays the last four words from the sentence in C9.

8.	[1]	Color the monthly worksheet tabs in one color, the Summary worksheet in another. Arrange them so they are like below 
		When you are done, save and <u>close</u> your workbook with the monthly worksheets grouped and upload it to Blackboard it that way.
	25	Total