Excel Assignment #1

Overview

Develop a tool to calculate a duration of months, weeks, days, hours, minutes and seconds based on a single input variable of years.

Learning objectives:

- Excel formatting
- Simple calculations
- Use of Excel 'Comments'

Assignment directions

1. Allow for the input of one variable, the number of years
2. Using the input variable, calculate the duration equivalent in months, weeks, days, hours, minutes and seconds
   a) For accuracy, use 365.25 days per year when calculating weeks, days, hours, minutes and seconds
   b) Required formatting of calculated outputs:
      - Show calculated values as whole numbers (do not show decimal positions)
      - Use commas to separate 1,000s
      - Navigation: Format>Format Cells>Number>Number
3. Add grid lines and coloring for *presentation*
   a) Uniquely color code the cell for the input variable
4. Lastly, create a 'pop up' set of instructions using an Excel 'comment'.
   a) Right click on an adjoining cell, select 'Add Comment' –write a short set of directions.
   b) Brightly label the cell so it catches the reader's eye
   c) Now, when the cursor is hovered over the cell, the instructions *pop up*

Example

EQUIVALENT DURATION CALCULATOR		
Input variable	21	(in years)
Equivalent duration:		
	Years	21
	Months	252
	Weeks	1,096
	Days	7,670
	Hours	184,086
	Minutes	11,045,160
	Seconds	662,709,600

Instructions

Michael Moore:
Enter a number of years in the green cell -and this tool calculates the equivalent duration in several measurements of time.