# Excel Project 3 – MS Excel

Use the project description HERE to complete this activity. For a review of the complete rubric used in grading this exercise, click on the Assignments tab, then on the title Excel Project 3. Click on Show Rubrics if the rubric is not already displayed.

## Summary

Create a Microsoft Excel file with four worksheets that provides extensive use of Excel capabilities for graphing. The graphs will be copied into a Microsoft PowerPoint file and the student will develop appropriate findings and recommendations based on analysis of the data.

A large rental car company has two metropolitan locations, one at the airport and another centrally located in downtown. It has been operating since 2015 and each location summarizes its car rental revenue quarterly. Both locations rent two classes of cars: economy and premium. Rental revenue is maintained separately for the two classes of rental vehicles.

The data for this case resides in the file Excel Project 3-data.txt and can be downloaded by clicking on the Assignments tab, then on the data tile name. It is a text file (with the file type .txt).

Do not create your own data, you must use the data provided and only the data provided.

| Element # | Requirement | Points Allocated | Comments |
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| 1 | 1 - Open Excel and save a blank worksheet with the following name:<br><br>a. "Student's First InitialLast Name Excel Project 1"<br><br>Example: JSmith Excel Project 1<br><br>b. Set Page Layout to Landscape | 0.2 | Use Print Preview to review how spreadsheet would print. |
| 2 | Change the name of the worksheet to **Analysis by**. | 0.1 | |

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| 3 | a. In the **Analysis by** worksheet, enter the four labels vertically in column A in the following order: Name:, Class/Section:, Project:, Date Due: | 0.3 | Use the following text format: |
| | b. with a row between each label, please note the colon, (:) , after each label. | | Arial 10 point **Bold** |
| | It may be necessary to adjust the column width so the four labels are clearly visible. | | Align values Right in the cell |
| 4 | a. In the **Analysis by** worksheet, with all entries in column C, enter the appropriate values for Name, Class and Section, Project, Date Due. | 0.3 | Use the following text format: |
| | It may be necessary to adjust the column width so the four labels are clearly visible. | | Arial 10 point **Bold** |
| | b. formatting | | Align values left in the cells |
| 5 | a. Create three new worksheets: **Data, Slide 2, Slide 3**. Upon completion, there should be **Analysis by** as well as the three newly created worksheets. | 0.4 | |
| | b. Delete any other worksheets. | | |
| 6 | If necessary, reorder the four worksheets so they are in the following order: **Analysis by, Data, Slide 2, Slide 3**. | 0.1 | |
| 7 | a. In the **Data** worksheet, import the text file Excel Project 3.txt. | 0.5 | The field names should be in the top row of the worksheet with the data directly under it in rows. This action may not be necessary as this is part of the Excel table creation process. The data should begin in Column A. |

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| 8 | a. In the **Data** worksheet, create an Excel table with the recently imported data. | 0.6 | Some adjustment may be necessary to column widths to insure all field names and all data are readable (not truncated or obscured). |
| | b. Pick a style with the styles group to format the table. | | |
| | c. The style should highlight the field names in the first row. | | |
| | d. Ensure NO blank spaces are part of the specified data range. Insure the table has headers. | | |
| | e. Insure that Header Row and Banded Rows are selected in the Table Style Options Group Box. | | |
| | f. Do NOT check the Total Row. | | |
| 9 | In the **Data** worksheet, delete rows that contain 2015 data as well as 2017 data. The resulting table should consist of Row 1labels followed by 2016 data, with NO empty cell rows within the table. | 0.2 | |
| 10 | a. In the **Data** worksheet, select the entire table (data and headers) using a mouse. | 0.1 | |
| | b. Copy the table to the both the **Slide 2** as well as the **Slide 3** worksheets. | | |
| | c. The upper lefthand corner of the header/data should be in cell A1. | | |
| | d. Adjust columns widths if necessary to insure all data and field names are readable. | | |
| 11 | In the **Slide 2** worksheet, based solely on the 2016 data: <br> a. Create a Pivot Table that provides a quarterly breakdown (columns) of the number of car rentals by car class (rows). Totals for rows and columns should be included. Numerical format with no decimal places and 12 Arial normal for the entire pivot table. Place the pivot table two rows below the data beginning in column A. <br><br> b. Create a Pivot Table that provides a quarterly breakdown (columns) of number the of cars rentals by location (rows). Totals for rows and columns should be included. Numerical format with no decimal places and 12 Arial normal for the entire pivot table. Place this pivot table two rows below the above pivot table beginning in column A. | 2.0 | |

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| 12 | In the **Slide 2** worksheet, based solely on the 2016 data:<br><br>a. Using the pivot table created in 11 a, create a bar graph that displays the number of car rentals by car class for the four 2016 quarters. Ensure both car types and quarters are clearly visible. Position the top of the graph in row 1 and two or three columns to the right of the data table. Use this same type of bar graph throughout this project the remaining three graphs.<br><br>b. Using the pivot table created in 11 b, create a bar graph that displays the number of car rentals by location for the four 2016 quarters. Ensure both locations and quarters are clearly visible. Left align this graph with the left side of the first graph and below it. The same type of bar graph should be used throughout this project. | 1.6 | |
| 13 | In the **Slide 3** worksheet, based solely on the 2016 data:<br><br>a. Create a Pivot Table that provides a quarterly breakdown (columns) of the revenue from car rentals by car class (rows). Totals for rows and columns should be included. Numerical format currency with no decimal places and 12 Arial normal for the entire pivot table. Place the pivot table two rows below the data beginning in column A.<br><br>b. Create a Pivot Table that provides a quarterly breakdown (columns) of the revenue from cars rentals by location (rows). Totals for rows and columns should be included. Numerical format currency with no decimal places and 12 Arial normal for the entire pivot table. Place this pivot table two rows below the above pivot table beginning in column A. | 2.0 | |

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| 14 | In the **Slide 3** worksheet, based solely on the 2016 data:<br><br>a. Using the pivot table created in 13 a, create a bar graph that displays the revenue from car rentals by car class for the four 2016 quarters. Ensure both car types and quarters are clearly visible. Position the top of the graph in row 1 and two or three columns to the right of the data table. The same type of bar graph should be used throughout this project.<br><br>b. Using the pivot table created in 13 b, create a bar graph that displays the revenue from car rentals by location for the four 2016 quarters. Ensure both locations and quarters are clearly visible. Left align this graph with the left side of the first graph and below it. The same type of bar graph should be used throughout this project. | 1.6 | |
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| 15 | Open a new, blank Power Point presentation file.<br><br>Save the Presentation using the following name:<br><br>"Student's First Initial Last Name Presentation"<br><br>Example: *JSmith Presentation* | 0.1 | |
| 16 | Slide 1: This is your Title Slide.<br>Select an appropriate <u>title and subtitle</u> layout that clearly conveys the purpose of your presentation.<br><br>Name, Class/Section, and Date Due should be displayed. | 0.8 | No speaker notes required |

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| 17 | a.   Slide 2:  Title this slide "Number of Cars Rented in 2016"<br><br>b.  Add two graphs created in Slide 2 of the Excel file.  .<br><br>c.  The graphs should be the same type and equal size and be symmetrically placed on the slide.<br><br>d.  A bullet or two explanation of the graphs may be included, but is not required if graphs are self-explanatory. | 1.1 | Use the speaker notes feature to help you discuss the bullet points (four complete sentences minimum) and the graphs. |
| 18 | a.  Slide 3: Title this slide "Car Rental Revenue in 2016"<br><br>b.  Add two graphs, created in Slide 3 of the Excel file.  c.   The graphs should be the same type and equal size and be symmetrically placed on the slide.<br><br>c.  A bullet or two explanation of the graphs may be included, but is not required if graphs are self-explanatory. | 1.1 | Use the speaker notes feature to help you discuss the bullet points (four complete sentences minimum) and the graphs. |
| 19 | a.  Slide 4:  Title this slide "And in Conclusion….."<br><br>b.  Write and add two major bullets, one for findings and one for recommendations.<br><br>c.  There should be a minimum of one finding based on slide 2 and one finding based on slide 3. Findings are facts that can be deduced by analyzing the graphs.  What happened?  Trends? for instance.  Observations?<br><br>d.   There should be a minimum of one recommendation based on slide 2 and one recommendation based on slide 3. Recommendations are strategies or suggestions to improve or enhance the business based on the findings above. | 1.1 | Use the speaker notes feature to help you discuss the findings and recommendations (four complete sentences). |

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| 20 | Add a relevant graphic that enhances the recommendations and conclusions on slide 4. If a photo is used, be sure to cite the source. | 0.2 | |
| 21 | Create a footer using "Courtesy of *Your Name*" so that is shows on all slides including the Title Slide. The text in this footer should be on the left side of the slides IF the theme selected allows. Otherwise let the theme determine the position of this text. | 0.2 | Replace the words "*Your Name*" with your actual name. |
| 22 | Create a footer for automated Slide Numbers that appears on all slides **except** the Title Slide. The page number should be on the right side of the slides IF the theme selected allows. Otherwise let the theme determine the position of the page number.<br><br>Ensure that your name does appear on every slide, but the page numbers start on slide #2. This will involve slightly different steps to accomplish both. | 0.2 | Depending upon the theme you have chosen, the page number or your name may not appear in the lower portion of the slide. That is ok. |
| 23 | Apply a transition scheme to all slides. | 0.1 | One transition scheme may be used OR different schemes for different slides |
| 24 | Apply an animation on at least one slide. The animation may be applied to text or a graphic | 0.1 | |
| **TOTAL** | | **15.0** | |

**Be sure you submit BOTH the Excel file and the PowerPoint file in the appropriate Assignment folder (Excel Project #3).**