

Intro To Computers

Excel #5 – Frosti

Objective: The sales manager for FrostiWear is tracking sales figures for FrostiWear's line of gloves. She has created a workbook that contains sales figures from the past year for three glove models. You are to format the sales report

Note: Items typed in **bold** are what you are to enter into the spreadsheet. They should not be bold in the spreadsheet unless you are asked to format them as such.

Here is a preview of what the formatted report will look like:

| | A | B | C | D | E | F | G | H |
|----|--------------------------|---------------|-----------------|-----------------|-----------------|-----------------|-----------------|--------------|
| 1 | FrostiWear | | | | | | | |
| 2 | 2009 Sales Report | | | | | | | |
| 3 | PolyFleece Mitts | Month | Region 1 | Region 2 | Region 3 | Region 4 | Region 5 | Total |
| 4 | | Jan | 1,150 | 1,690 | 930 | 2,850 | 1,210 | 7,830 |
| 5 | | Feb | 1,100 | 2,200 | 680 | 2,340 | 1,100 | 7,420 |
| 6 | | Mar | 1,070 | 1,290 | 960 | 2,740 | 1,180 | 7,240 |
| 7 | | Apr | 780 | 1,520 | 720 | 2,170 | 1,180 | 6,370 |
| 8 | | May | 1,070 | 1,370 | 700 | 1,940 | 1,210 | 6,290 |
| 9 | | Jun | 670 | 1,300 | 780 | 3,430 | 1,170 | 7,350 |
| 10 | | Jul | 1,390 | 1,590 | 1,240 | 2,230 | 1,430 | 7,880 |
| 11 | | Aug | 1,310 | 1,730 | 610 | 2,560 | 960 | 7,170 |
| 12 | | Sep | 1,100 | 1,820 | 370 | 3,040 | 1,100 | 7,430 |
| 13 | | Oct | 1,350 | 2,010 | 750 | 2,430 | 1,230 | 7,770 |
| 14 | | Nov | 680 | 1,620 | 780 | 3,210 | 1,230 | 7,520 |
| 15 | | Dec | 1,120 | 1,170 | 670 | 1,920 | 1,310 | 6,190 |
| 16 | Total | 12,790 | 19,310 | 9,190 | 30,860 | 14,310 | 86,460 | |
| 17 | | | | | | | | |
| 18 | ArticBlast Gloves | Month | Region 1 | Region 2 | Region 3 | Region 4 | Region 5 | Total |
| 19 | | Jan | 790 | 1,160 | 620 | 2,590 | 760 | 5,920 |
| 20 | | Feb | 1,010 | 1,170 | 610 | 1,950 | 1,010 | 5,750 |
| 21 | | Mar | 710 | 1,270 | 600 | 2,050 | 930 | 5,560 |
| 22 | | Apr | 890 | 1,190 | 750 | 2,030 | 980 | 5,840 |
| 23 | | May | 990 | 1,340 | 660 | 2,670 | 1,040 | 6,700 |
| 24 | | Jun | 990 | 1,280 | 620 | 2,330 | 800 | 6,020 |
| 25 | | Jul | 780 | 1,180 | 690 | 2,260 | 920 | 5,830 |
| 26 | | Aug | 800 | 1,220 | 560 | 2,460 | 900 | 5,940 |
| 27 | | Sep | 810 | 1,150 | 670 | 2,500 | 970 | 6,100 |
| 28 | | Oct | 760 | 1,070 | 630 | 2,350 | 1,040 | 5,850 |
| 29 | | Nov | 770 | 1,140 | 630 | 2,540 | 1,080 | 6,160 |
| 30 | | Dec | 850 | 1,370 | 590 | 2,490 | 1,060 | 6,360 |
| 31 | Total | 10,150 | 14,540 | 7,630 | 28,220 | 11,490 | 72,030 | |
| 32 | | | | | | | | |
| 33 | Glomitts | Month | Region 1 | Region 2 | Region 3 | Region 4 | Region 5 | Total |
| 34 | | Jan | 340 | 780 | 280 | 1,670 | 600 | 3,670 |
| 35 | | Feb | 460 | 810 | 280 | 1,770 | 480 | 3,800 |
| 36 | | Mar | 410 | 820 | 310 | 1,490 | 460 | 3,490 |
| 37 | | Apr | 490 | 890 | 330 | 1,610 | 650 | 3,970 |
| 38 | | May | 470 | 960 | 290 | 1,580 | 540 | 3,840 |
| 39 | | Jun | 480 | 740 | 340 | 1,780 | 640 | 3,980 |
| 40 | | Jul | 470 | 760 | 320 | 1,500 | 640 | 3,690 |
| 41 | | Aug | 490 | 690 | 340 | 1,610 | 600 | 3,730 |
| 42 | | Sep | 420 | 780 | 340 | 1,660 | 680 | 3,880 |
| 43 | | Oct | 460 | 820 | 350 | 1,800 | 660 | 4,090 |
| 44 | | Nov | 550 | 830 | 440 | 1,250 | 590 | 3,660 |
| 45 | | Dec | 400 | 790 | 220 | 1,620 | 540 | 3,570 |
| 46 | Total | 5,440 | 9,670 | 3,840 | 19,340 | 7,080 | 45,370 | |

1. In your *Intro to Computers* folder, create a folder titled *first_last_excel_5* using your first and last name.
2. Download the *excel_5.zip* file from <http://www.missblomeyer.com>. Copy *Frosti.xlsx* and put it in your *first_last_excel_5* folder.
3. Open *Frosti.xlsx* and make the following changes:
 - a. Merge and center the range A1:H1, apply the Title cell style, and increase the font size to 26 points.
 - b. Merge and center the range A2:H2, apply the Heading 4 cell style, and then increase the font size to 16 points.
 - c. Merge and center the range A3:A16, set the alignment to Middle Align, rotate the text 90° counterclockwise, apply the Accent1 cell style, increase the font size to 18 points, and then bold the text.
 - d. Use the Format Painter to copy the format of the merged cell A3 into the range A18:A31 and A33:A46.
 - e. Center the text in range C3:H3.
 - f. Format the range C4:H16 to include thousands separators (,) and no decimal places.
 - g. Use the Format Painter to copy the formats in C3:H16 to the range C18:H31 and C33:H46.
 - h. In the range B3:H16, apply the Table Style Medium 2 table style. Turn off the filter arrows, and then display the header row, first column, last column, and banded rows.
 - i. In the range B16:H16, change the fill color of the *Total* row to standard yellow.
 - j. Repeat the last 2 steps (h-i) for the other two tables in the worksheet.
 - k. Set the width of column H to 10.
 - l. Set the style of range H4:H15, H19:H30 and H34:H45 to 40% - Accent1
 - m. Save your file, and exit Excel.
4. Zip up your *first_last_excel_5* folder. Turn in your *first_last_excel_5.zip* file.