**Excel 2013**

**Lesson 3 Assignment**

**Problem 1**

You want to compare ticket sales of American Fork High School events between the years 2011 and 2012. You’ll find the percentage change between the years (such as a 15% increase) and then apply basic formatting. Type “Percentage Change”in Cell D3. The text will overlap into E3.

1. Start a new work book and create the following spreadsheet. Type the misspelled words as shown. Save it on your account as **LSN3 - Problem 1.**



1. Apply bold as shown in the figure above to the column titles and the word “TOTALS.”
2. Adjust the column widths on row 3 to be able to see all headings on the third row.
3. Spell-check the worksheet.
4. Bold the title in cell A1, change the point size to 14, and the font color to red.
5. Increase the height of the first row to 27.75.
6. In Column D, calculate the percentage change from 2011 to 2012. Be sure to use correct cell references and order of precedence in the formula. Here’s the basic idea for calculating percentage change:

(New Year Amount-Old Year Amount)/Old Amount

1. Wrap-text the text in Cell D3.
2. Increase the width of Column D to see “Percentage” on one line and “Change” on the next line.
3. Increase the widths of Columns B, C, and D to 15.
4. Rotate the text for the column titles for column B and column C to a 22 degree angle.
5. Total Columns B and C.
6. Apply currency format (*with no digits to the right of the decimal point*) to the Football sales values in Cells B4 and C4 and to the total values found in Cells B10 and C10.
7. Center all column titles.
8. Apply comma format (*with no digits to the right of the decimal point*) to the other event sales.
9. Apply a *Top and Double Bottom* Boarder to Cells B10:C10.
10. Copy the % formula from D4 to Cells D5:D10.
11. Apply % format with two digits to the right of the decimal point to Cells D4:D10.
12. Apply a red fill to Cell D10.
13. Merge and center the title over all data columns and apply a black fill.
14. Middle align the title.
15. Center the spreadsheet both vertically and horizontally on the page.
16. Add a right-aligned header that includes:
* Your Name
* Class Period
* LSN3 – Problem 1
1. Save the file on your account as **LSN3 - Problem 1**.
2. Print the spreadsheet with gridlines, and row and column headings to the colored printer.

**Problem 2**

In this project you will print the actual cell formulas instead of the calculations. Cell formulas need to be displayed in order to print. Review your notes for the procedure to display formulas. Do the following:

1. Open **LSN3 - Problem 1.**
2. Change the problem to Landscape Orientation.
3. Display the cell formulas.
4. Scale the problem to 85% of its original size.
5. Add a right-aligned header that includes:
* Your Name
* Class Period
* LSN3 – Problem 2
1. Save as **LSN3 - Problem 2**.
2. Print the spreadsheet with gridlines, and row and column headings to the colored printer.
3. Close the file.

**Problem 3**

In this project you will use statistical functions. Do the following:

1. Open **LSN3 – Problem 1**.
2. Key and bold the following text in the cells given:

A12 **Average**

A13 **Maximum**

A14 **Median**

1. Find the average ticket sales for each year. (*Do NOT include the totals in your formula*.) The results should be in cells B12 and C12.
2. Find the maximum ticket sales for each year. (*Do NOT include the totals in your formula*.) The results should be in cells B13 and C13.
3. Find the median ticket sales for each year. (*Do NOT include the totals in your formula*.) The results should be in cells B14 and C14.
4. Hide column D so that it is no longer visible.
5. Increase the width of column A to 15 (110 pixels).
6. Center the problem horizontally only on the page.
7. Do **NOT** print the gridlines or Row and Column Headings.
8. Save the file as **LSN3 - Problem 3.**
9. Create a right-aligned header that includes:
* Your Name
* Class Period
* LSN3 – Problem 3
1. Print without gridlines or row or column headings to the colored printer.
2. Close the file.

**Problem 4**

1. Open **LSN3 - Problem 1.**
2. Sort the data alphabetically by event maintaining the relationship of the other columns.
3. Center the problem vertically and horizontally on the page.
4. Add a right-aligned header containing:
* Your Name
* Class Period
* LSN3 – Problem 4
1. Print the problem with gridlines, but **NOT** Row or Column headings to the colored printer.
2. Save the file as **LSN3 - Problem 4.**
3. Close the file.

**Problem 5**

1. Open **LSN3 - Problem 3.**
2. Unhide Column D so that it is visible again.
3. Sort the data in descending order by 2012 Sales, maintaining the relationship of the other columns.
4. Apply the *Accounting* Number Format to cells in the range (B4:C9) with no decimal places.
5. Apply the “Notes” *Cell Style* to the cells in the range (A12:C14).
6. Center the problem both vertically and horizontally on the page.
7. Add a right-aligned header containing:
* Your Name
* Class Period
* LSN3 – Problem 5
1. Print the problem with gridlines and row and column headings to the colored printer.
2. Save the problem as **LSN3 - Problem 5**.
3. Close the file.

**Staple your problems together, IN ORDER, and turn into the basket for grading.**