Mid-Level Exercises

Crafton's Pet Supplies

You are the inventory manager for Crafton's Pet Supplies. You are currently preforming analysis to determine inventory levels, as well as the total value of inventory on hand. Your last steps will be to check the report for duplicate entries and format for printing.

a. Open e04m1Inventory and save it as e04m1Inventory_LastFirst.
b. Freeze the panes so that the column labels do not scroll offscreen.
c. Convert the data to a table and name the table Inventory2018.
d. Apply Table Style Medium 3 to the table.
e. Sort the table by Warehouse (A to Z), then Department, and then by Unit Price (smallest to largest). Create a custom sort order for Department so that it appears in this sequence: Food & Health, Collars & Leashes, Toys, Clothes, Training, and Grooming.
f. Remove duplicate records from the table. Excel should find and remove one duplicate record.
g. Create an unqualified structured reference in column G to determine the value of the inventory on hand and apply Accounting Number Format. To calculate the inventory on hand multiply the Unit Price and the Amount on Hand.
h. Apply a Total Row to the Inventory2018 table, set the Inventory Value to Sum, and the Amount on Hand to Average. Format the results to display with two decimal points.
i. Create a new conditional formatting rule that displays any Inventory Value for the Food & Health department with a value of $30,000 or more as Red Accent 2 fill color. There will be two qualifying entries.
j. Ensure the warehouse information is not broken up between pages when printed. Add a page break to make sure that each warehouse prints on its own consecutive page.
k. Set the worksheet to Landscape orientation. and repeat row 1 labels on all pages.
l. Display the Inventory sheet in Page Break Preview.
m. Insert a footer with your name on the left side, the sheet name code in the center, and the file name code on the right side of all four sheets.
n. Save and close the file. Based on your instructor's directions, submit e04m1Inventory_LastFirst.

Artwork

ANALYSIS CASE

You work for a gallery that is an authorized Greenwich Workshop fine art dealer (www.greenwichworkshop.com). Customers in your area are especially fond of James C. Christensen's art. Although customers can visit the website to see images and details about his work, they have requested a list of all his artwork. Your assistant prepared a list of artwork: art, type, edition size, release date, and issue price. In addition, you included a column to identify which pieces are sold out at the publisher, indicating the rare, hard-to-obtain artwork that is available on the secondary market. You now want to convert the data to a table so that you can provide information to your customers.

a. Open e04m2FineArt and save it as e04m2FineArt_LastFirst.
b. Convert the data to a table and apply Table Style Medium 5.
c. Add a row (below the record for The Yellow Rose) for this missing piece of art: The Yellow Rose, Masterwork Canvas Edition, 50 edition size, May 2009 release date, $895 issue price. Enter Yes to indicate the piece is sold out.
d. Sort the table by Type in alphabetical order and then by Release Date from newest to oldest.
e. Add a total row that shows the largest edition size and the most expensive issue price. Delete the Total label in cell A205 and cell H205. Add a descriptive label in cell C205 to reflect the content on the total row.