2 Real Estate Sales Report

You are a small real estate agent in Indianapolis. You track the real estate properties you list for clients. You want to analyze sales for selected properties. Yesterday, you prepared a workbook with a worksheet for recent sales data and another worksheet listing several properties you listed. You want to calculate the number of days that the houses were on the market and their sales percentage of the list price. In one situation, the house was involved in a bidding war between two families that really wanted the house. Therefore, the sale price exceeded the list price.

a. Open e01m2Sales and save it as e01m2Sales_LastFirst.
b. Delete the row that has incomplete sales data. The owners took their house off the market.
c. Type 2018-001 in cell A5 and use Auto Fill to complete the series to assign a property ID to each property.
d. Calculate the number of days each house was on the market in column C. Copy the formula down that column.
e. Format list prices and sold prices with Accounting Number Format with zero decimal places.
f. Calculate the sales price percentage of the list price in cell H5. The second house was listed for $500,250, but it sold for only $400,125. Therefore, the sale percentage of the list price is 79.99%. Format the percentages with two decimal places.
g. Wrap the headings on row 4.
h. Insert a new column between the Date Sold and List Price columns. Do the following:
   • Move the Days on Market range C4:C13 to the new column.
   • Delete the empty column C.
  i. Edit the list date of the 41 Chestnut Circle house to be 4/22/2018. Edit the list price of the house on Amsterdam Drive to be $355,000.
j. Select the property rows and set a 25 row height and apply Middle Align.
k. Apply the All Borders border style to the range A4:H12. Adjust column widths as necessary.
l. Apply Align Right and indent twice the values in the range E5:E12.
m. Apply 120% scaling.

n. Delete the Properties worksheet.
o. Insert a new worksheet and name it Formulas.
p. Use the Select All feature to select all data on the Houses Sold worksheet and copy it to the Formulas worksheet.
q. Complete the following steps on the Formulas worksheet:
   • Hide the Date Listed and Date Sold columns.
   • Display cell formulas.
   • Set options to print gridlines and row and column headings.
   • Adjust column widths.
r. Group the worksheets and do the following:
   • Set landscape orientation.
   • Center the page horizontally and vertically between the margins.
   • Insert a footer with your name on the left side, the sheet tab code in the center, and the file name code on the right side.
s. Save and close the file. Based on your instructor’s directions, submit e01m2Sales_LastFirst.