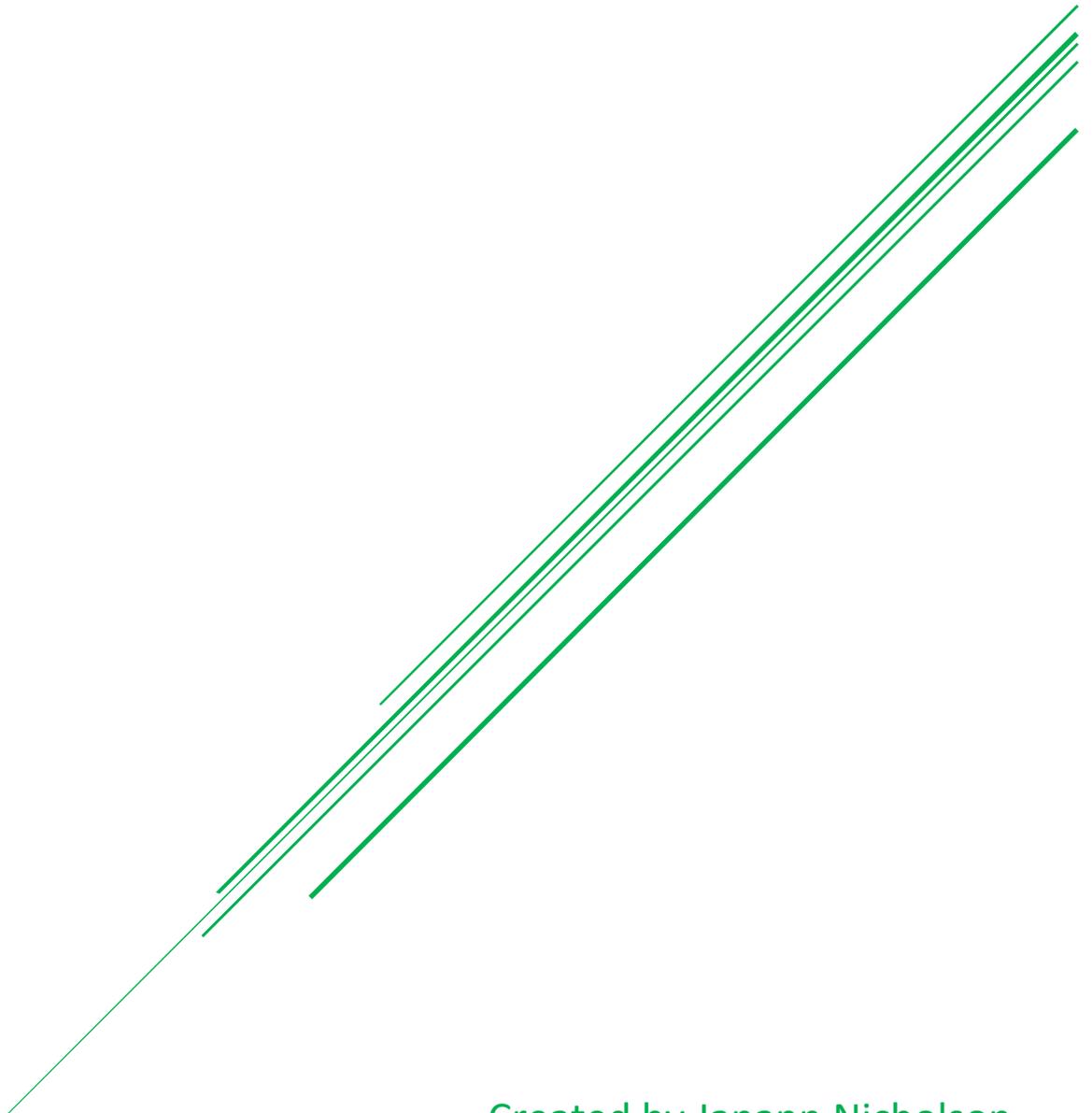


# EXCEL PROJECT 2

## PAMPERED PUPS DOG TRAIL ADVENTURES



Created by Janann Nicholson  
Bonnie Roberto: Co-Creator

# Excel Project 2 – Pampered Pups Dog Trail Adventures

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## Instructions

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Download the following files and save to a new folder called Excel Project 2.

-  **Project 1 Data File - Pampered Pups Dog Trail Adventures**
-  **Project 1 Task List - Pampered Pups Dog Trail Adventures**
-  **Age and Place** word document
-  **Family Hiking** jpg file

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## Overview

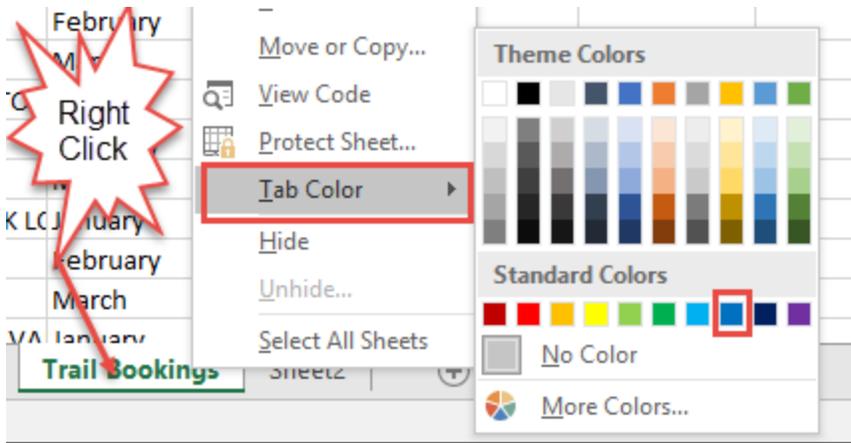
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Pampered Pup is expanding their business to include Dog Trail Adventures. You have been asked to summarize trail hikes that have been booked for the next three months.

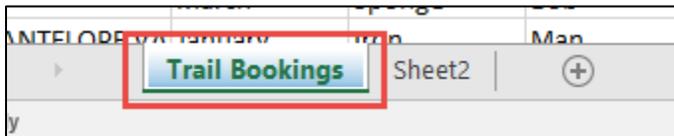
Open up the data file, *Pampered Pups Dog Trail Adventures*, and save the file with the name Excel Project 2 Practice. Save the document to your Excel Project 2 folder, and begin Task 1.

Task 1	Rename Sheet1 “Trail Bookings”. Color the tab Standard Blue.
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1. **Double click** on the tab Sheet1 at the bottom of the worksheet then type “Trail Bookings” then press the **Enter** key on the keyboard to add the text to the tab.
2. **Right click** on the Trail Booking tab, select **Tab Color**, the click on **Standard Blue**.

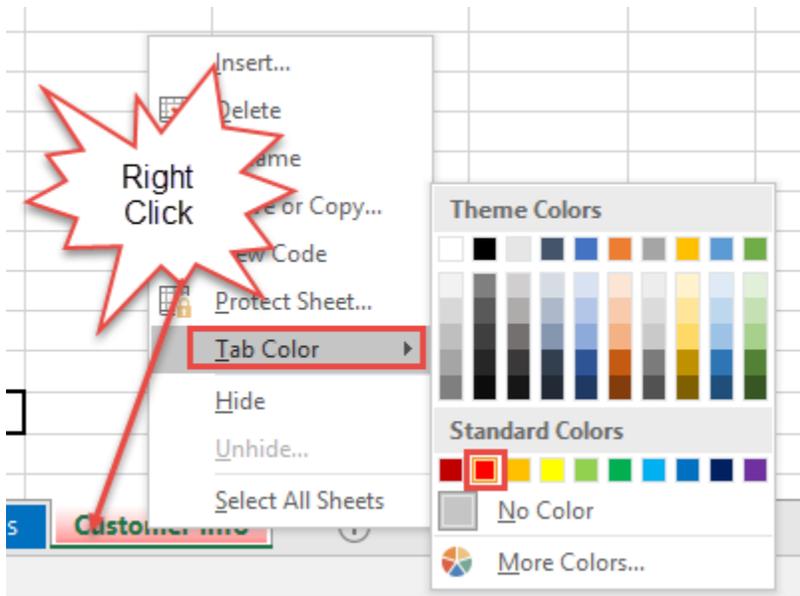


Your worksheet tab should now look like this:

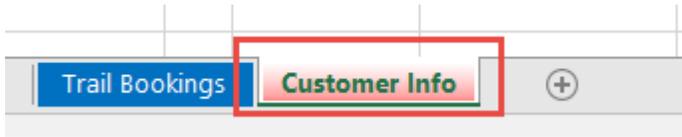


Task 2	Rename Sheet 2 “Customer Info”. Color the tab Standard Red.
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1. **Double click** on the tab Sheet2 at the bottom of the worksheet then type “Customer Info” then press the **Enter** key on the keyboard to add the text to the tab.
2. **Right click** on the Customer Info tab, select **Tab Color**, the click on **Standard Red**.

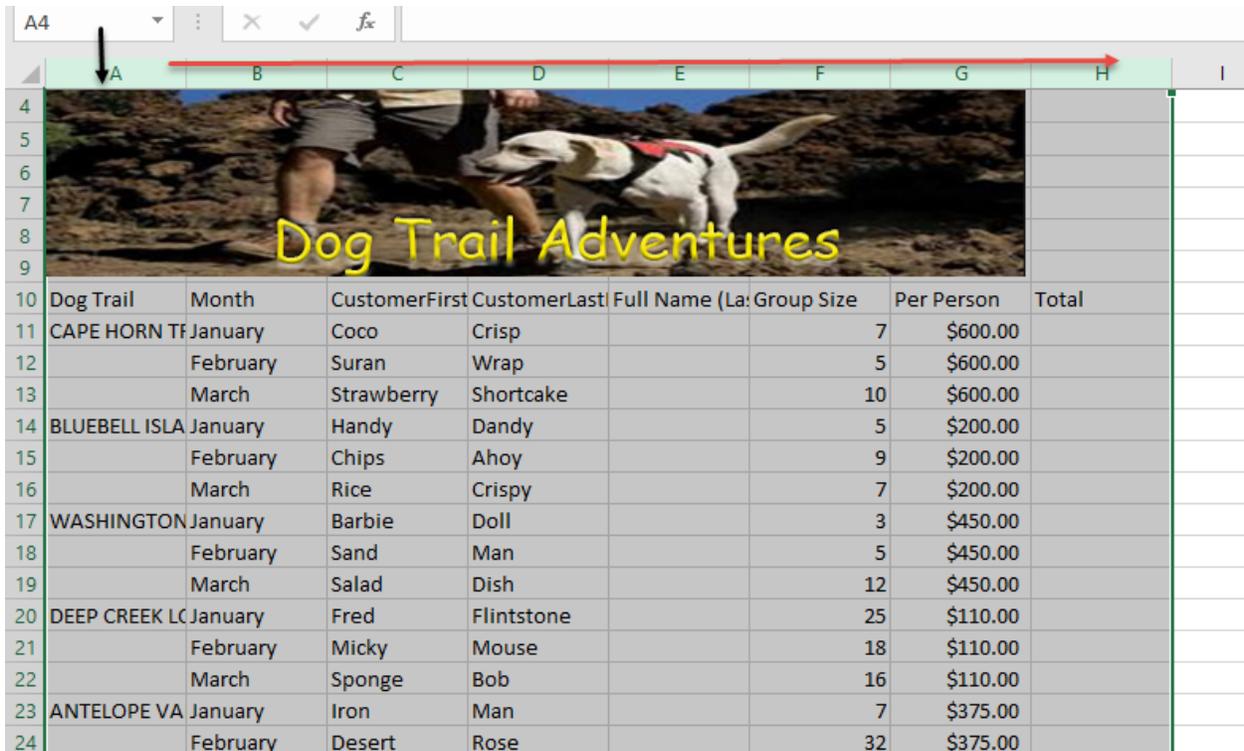


Your worksheet tab should now look like this:

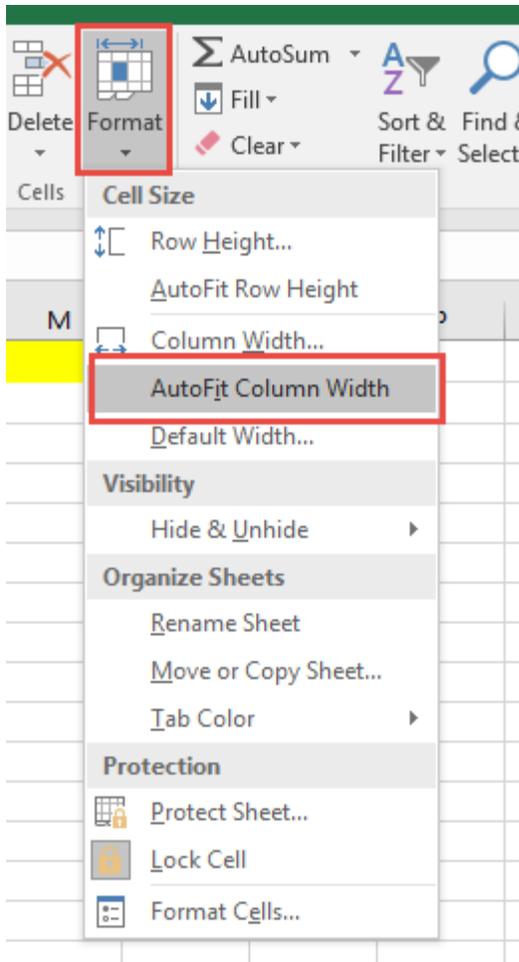


**Task 3** On the “Trail Bookings” worksheet, adjust all column widths A:H to automatically fit the largest entry.

1. **Double click** on the “Trail Bookings” worksheet tab to return to the worksheet. Place your cursor over column A until it turns into a down pointing arrow. While holding down the left mouse, **drag** across to column H.



2. Go to the **Home** tab > Cells group, and click **Format** > **AutoFit Column Width**.



The text in your columns should now show all the text within the cells.

Dog Trail	Month	CustomerFirstName	CustomerLastName	Full Name (Last, First)	Group Size	Per Person	Total
<del>CAPE HORN TRAIL</del>	January	Coco	Crisp		7	\$600.00	
	February	Suran	Wrap		5	\$600.00	
	March	Strawberry	Shortcake		10	\$600.00	

**FYI:** You can also just double click on the column headers while they are selected to AutoFit Column Width

#### Task 4

In H11:H28 of the “Trail Bookings” worksheet, enter a formula that will return the total cost of the group price.

- Place your cursor in cell **H11**. To get the total price of the group, multiply the Group Size by the cost Per Person. Type `=F11*G11` (*F11 being the Group Size and G11 is the cost Per Person*).



	G	H	I
ize	Per Person	Total	
7	\$600.00	\$4,200.00	
5	\$600.00		
10	\$600.00		
5	\$200.00		
9	\$200.00		
7	\$200.00		
3	\$450.00		
5	\$450.00		
12	\$450.00		
25	\$110.00		
18	\$110.00		
16	\$110.00		
7	\$375.00		
32	\$375.00		
14	\$375.00		
16	\$275.00		
5	\$275.00		
9	\$275.00		

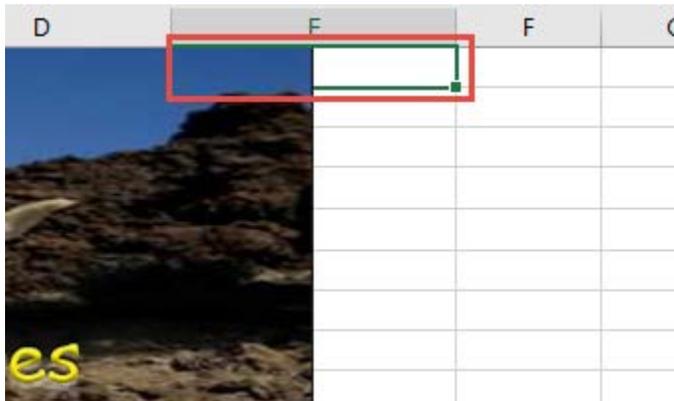


Your worksheet should now look like this:

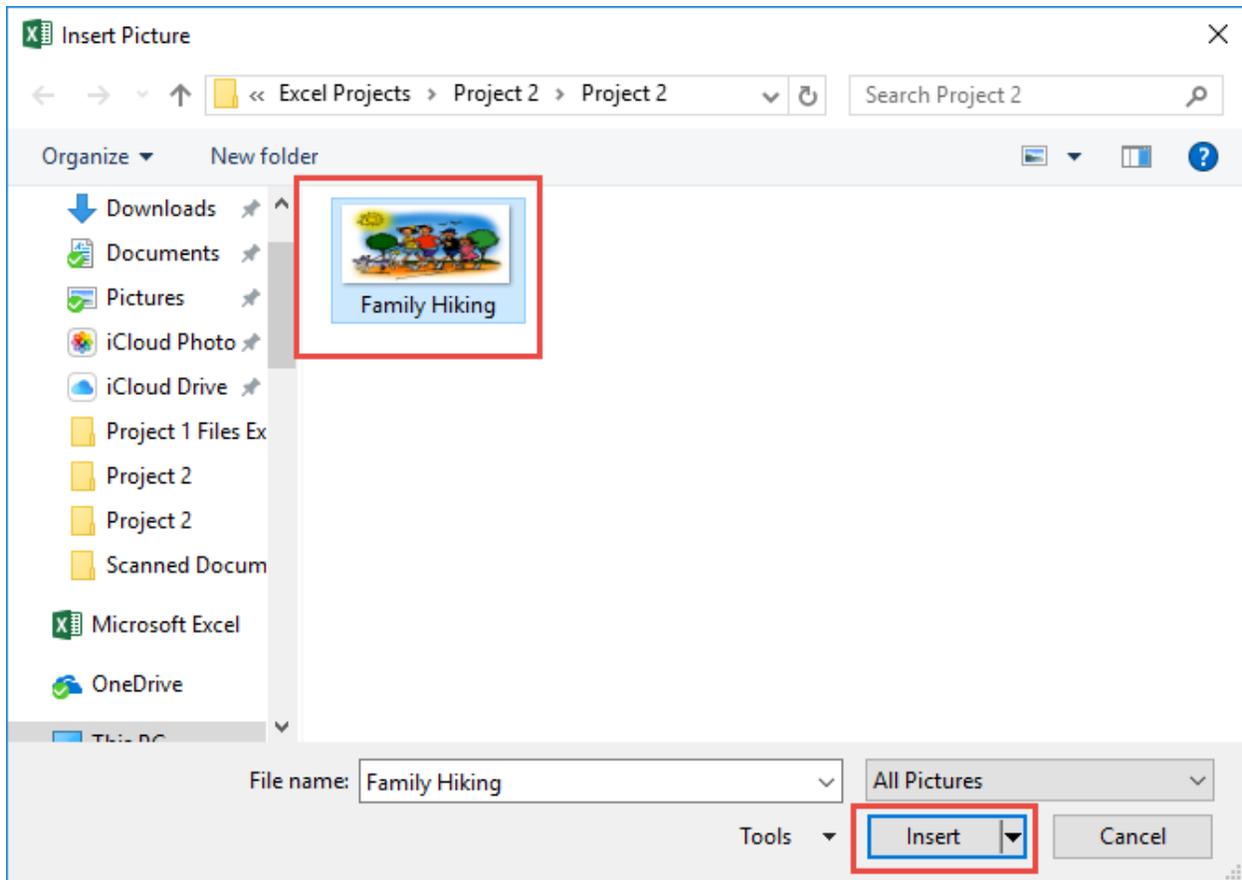
F	G	H
Group Size	Per Person	Total
7	\$600.00	\$4,200.00
5	\$600.00	\$3,000.00
10	\$600.00	\$6,000.00
5	\$200.00	\$1,000.00
9	\$200.00	\$1,800.00
7	\$200.00	\$1,400.00
3	\$450.00	\$1,350.00
5	\$450.00	\$2,250.00
12	\$450.00	\$5,400.00
25	\$110.00	\$2,750.00
18	\$110.00	\$1,980.00
16	\$110.00	\$1,760.00
7	\$375.00	\$2,625.00
32	\$375.00	\$12,000.00
14	\$375.00	\$5,250.00
16	\$275.00	\$4,400.00
5	\$275.00	\$1,375.00
9	\$275.00	\$2,475.00

**Task 5** On the “Trail Bookings” worksheet, insert the “Family Hiking” jpg file located in your Excel Project 2 folder in cell E1. Adjust the Color Saturation to 200%.

1. On the “Trail Bookings” worksheet, place your cursor in cell **E1**.



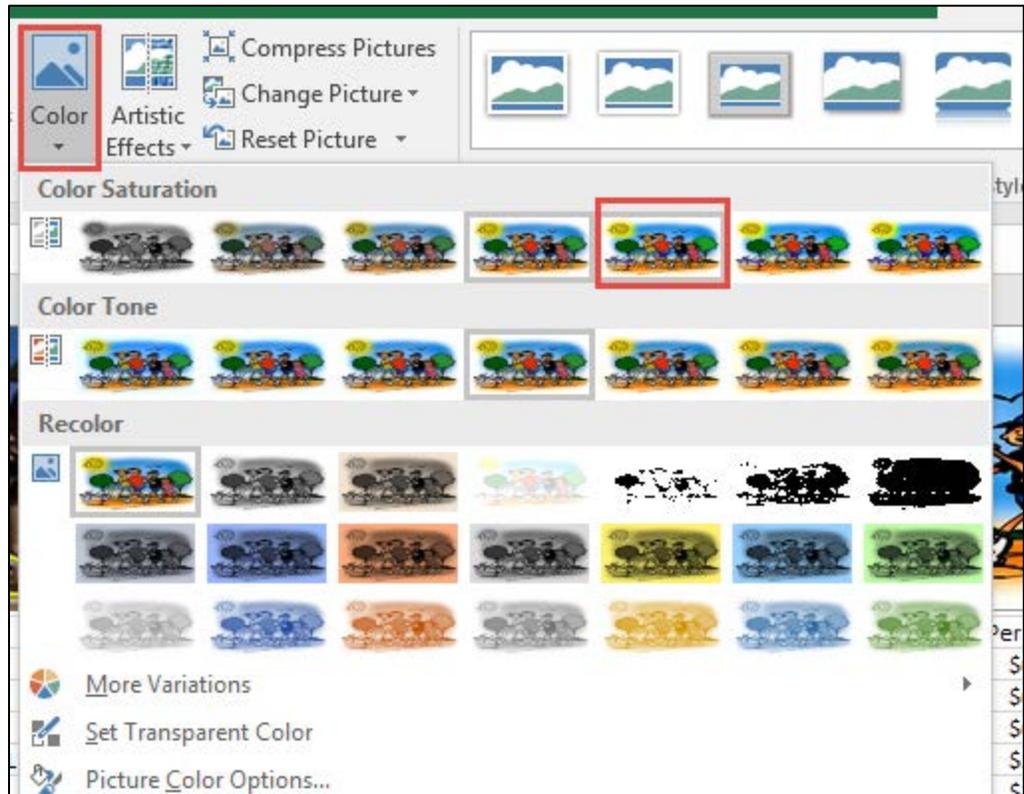
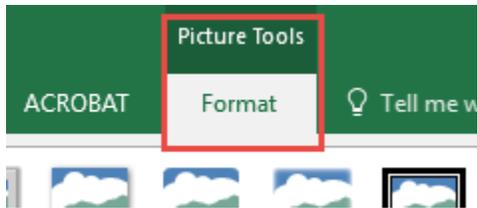
2. With the **Insert** tab selected, click **Pictures** in the Illustrations group to open the Insert Picture dialog box. Navigate to your Excel Project 2 folder and select the **Family Hiking** jpg file, then click **Insert** to insert it in cell E1 of the worksheet.



Your worksheet should now look like this:



3. To adjust the color saturation: With the picture selected in the worksheet, go to the **Picture Tools Format** tab and click **Color**, then select **Saturation 200%**.



Task 6	In cell E11:E28 on the “Trail Bookings” worksheet, insert a function that joins “CustomerLastName” to the “CustomerFirstName” separated by a comma and a space (Example: Crisp, Coco).
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1. The formula you will use is the **CONCATENATE** function. The CONCATENATE function in Excel joins two or more text strings into one. Click in cell **E11**.

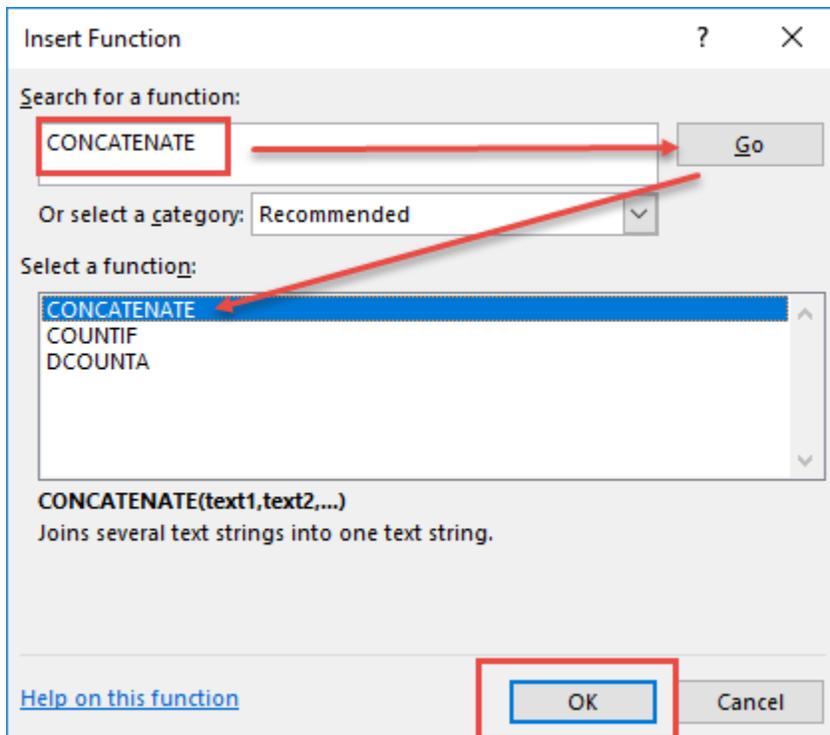
	A	B	C	D	E	F
1						
10	Dog Trail	Month	CustomerFirstName	CustomerLastName	Full Name (Last, First Group	
11	CAPE HORN TRAIL	January	Coco	Crisp		
12		February	Suran	Wrap		

2. Click **fx** on the formula bar to open the Insert Function dialog box.

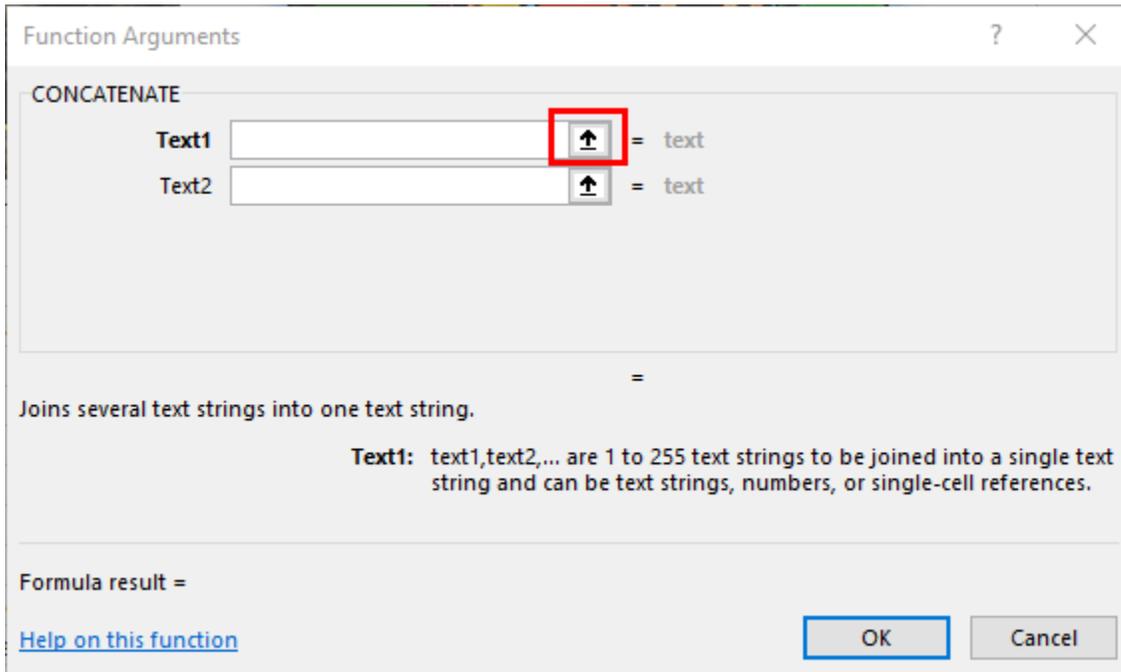


**fx** is a way of providing a shortcut to inserting functions into the active cells when clicked on.

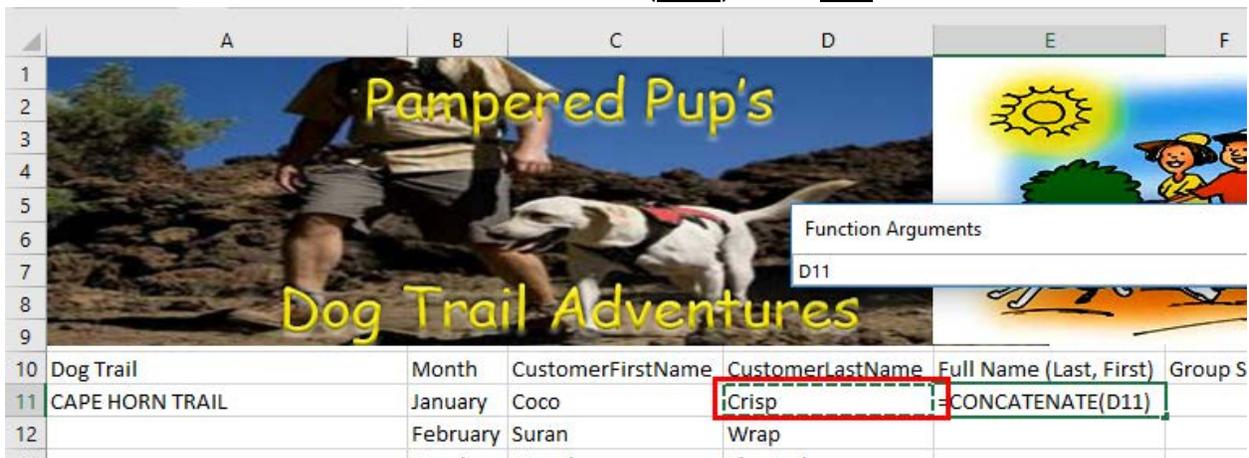
3. At the Insert Function dialog box, type CONCATENATE in the Search for function text box, then click **Go**. Select the **CONCATENATE** function in the list of functions provided, then click **OK**.



- At the Function Arguments dialog box, for Text1 you want the **CustomerLastName**, which is located in cell **D11**. Click the arrow at the end of Text1 text box.



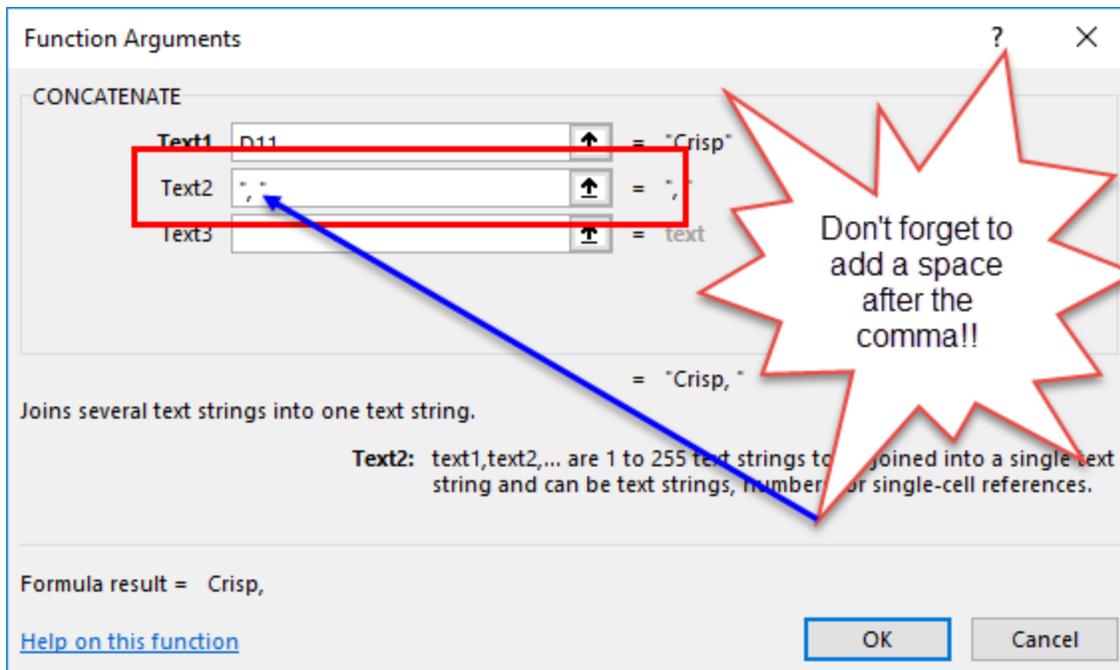
- Now click on the first **CustomerLastName** (*Crisp*) in cell **D11** to select it.



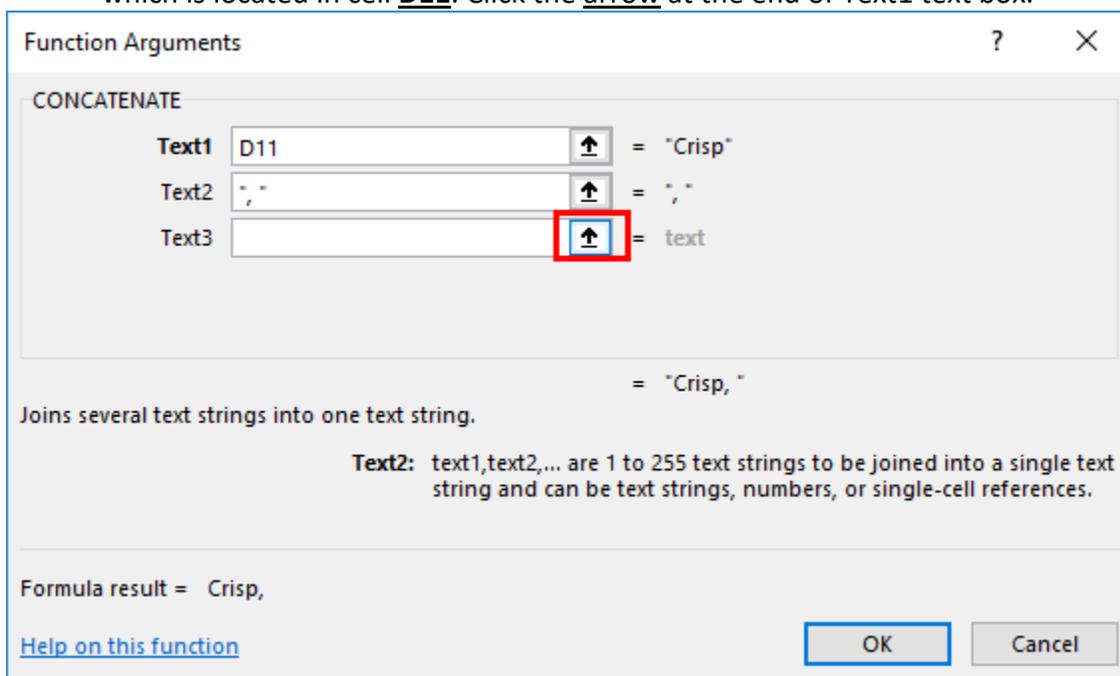
- Click the **arrow** again to return to the function Argument dialog box.



- For Text2 you want to add the **comma** and **space**. In Excel you would do this by using quotation marks. For Text2 type **“, ”** inside the text2 text box (**quotation mark-comma-space-quotation mark**).



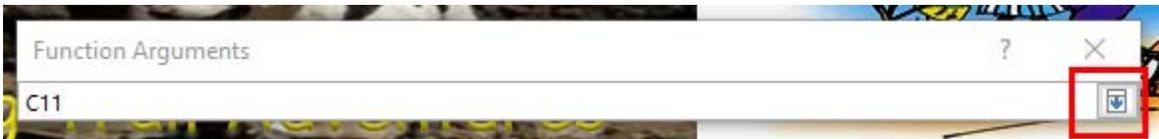
8. At the Function Arguments dialog box, for Text3 you want the **CustomerFirstName**, which is located in cell **D11**. Click the arrow at the end of Text1 text box.



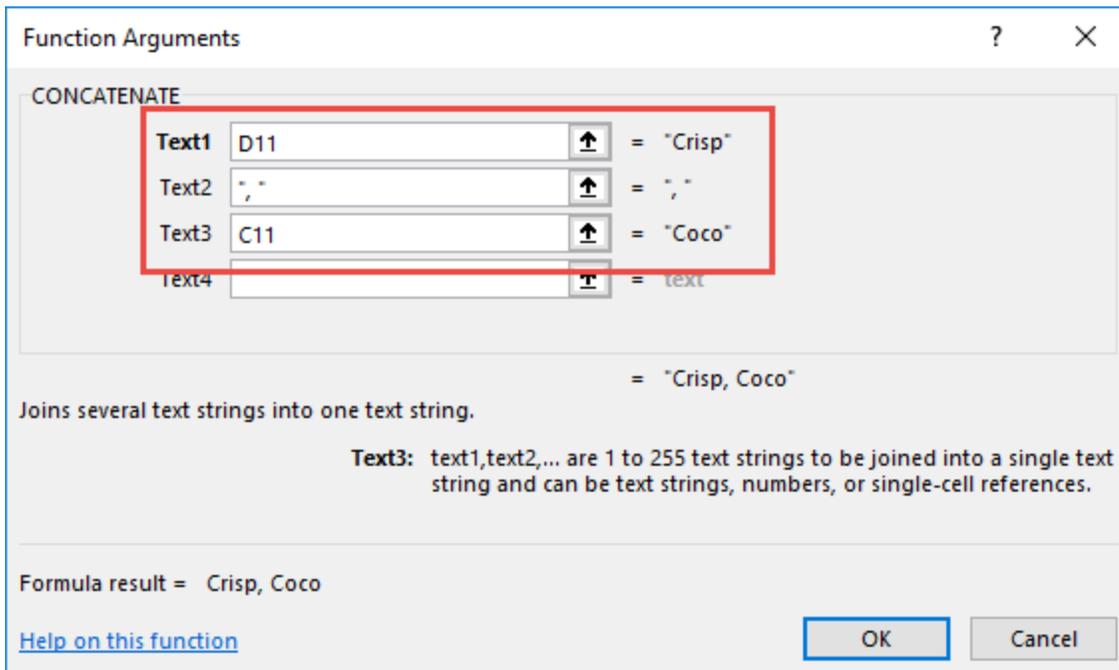
9. Now click on the first **CustomerFirstName** (*Coco*) in cell **C11** to select it.

	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7	Function Arguments				
8	C11				
9					
10	Dog Trail	Month	CustomerFirstName	CustomerLastName	Full Name (Last, First) Gr
11	CAPE HORN TRAIL	January	Coco	Crisp	ATE(D11," ",C11)
12		February	Suran	Wran	

10. Click the **arrow** again to return to the function Argument dialog box.



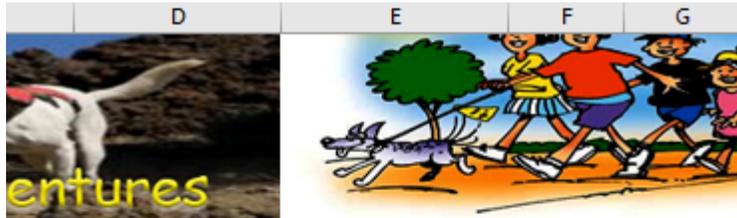
Your Function Arguments dialog box should look like this:



11. Click **OK** to add the Function to cell **E11**. Your cell should now contain the customers last name followed by a comma and a space, then their first name as shown below.

CustomerFirstName	CustomerLastName	Full Name (Last, First)	Group Size	Per Person
Coco	Crisp	Crisp, Coco	7	\$
Suran	Wrap		5	\$
Strawberry	Shortcake		10	\$

12. To add the functions to the remainder of the cells, E12:28, use the **AutoFill** function you performed earlier. Your worksheet should now look like this:



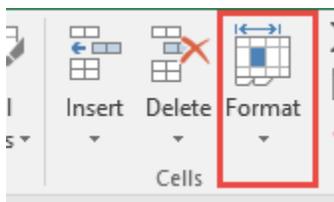
CustomerLast Name	Full Name (Last, First)	Group Size	Per Person
Crisp	Crisp, Coco	7	\$600.00
Wrap	Wrap, Suran	5	\$600.00
Shortcake	Shortcake, Strawberry	10	\$600.00
Dandy	Dandy, Handy	5	\$200.00
Ahoy	Ahoy, Chips	9	\$200.00
Crispy	Crispy, Rice	7	\$200.00
Doll	Doll, Barbie	3	\$450.00
Man	Man, Sand	5	\$450.00
Dish	Dish, Salad	12	\$450.00
Flintstone	Flintstone, Fred	25	\$110.00
Mouse	Mouse, Micky	18	\$110.00
Bob	Bob, Sponge	16	\$110.00
Man	Man, Iron	7	\$375.00
Rose	Rose, Desert	32	\$375.00
Caraboo	Caraboo, Princess	14	\$375.00
Harper	Harper, Alan	16	\$275.00
America	America, Captain	5	\$275.00
Haha	Haha, Lady	9	\$275.00

### Task 7 | On the Trail Bookings" worksheet, hide columns C and D.

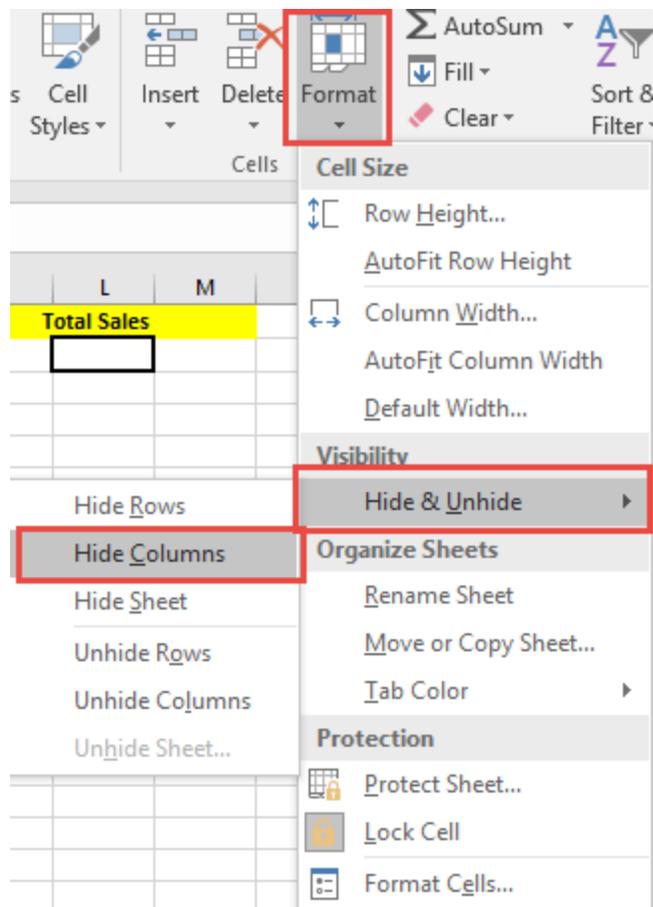
1. Place your cursor above Column C until it turns to an arrow, then **drag** across to D while holding down your left mouse.

Month	CustomerFirstName	CustomerLastName	Full Name (Last, F
January	Coco	Crisp	Crisp, Coco
February	Suran	Wrap	Wrap, Suran
March	Strawberry	Shortcake	Shortcake, Strawb
January	Handy	Dandy	Dandy, Handy
February	Chips	Ahoy	Ahoy, Chips
March	Rice	Crispy	Crispy, Rice
January	Barbie	Doll	Doll, Barbie
February	Sand	Man	Man, Sand

2. With the **Home** tab selected, in the Cells group, click the **Format** icon to display a list of options.

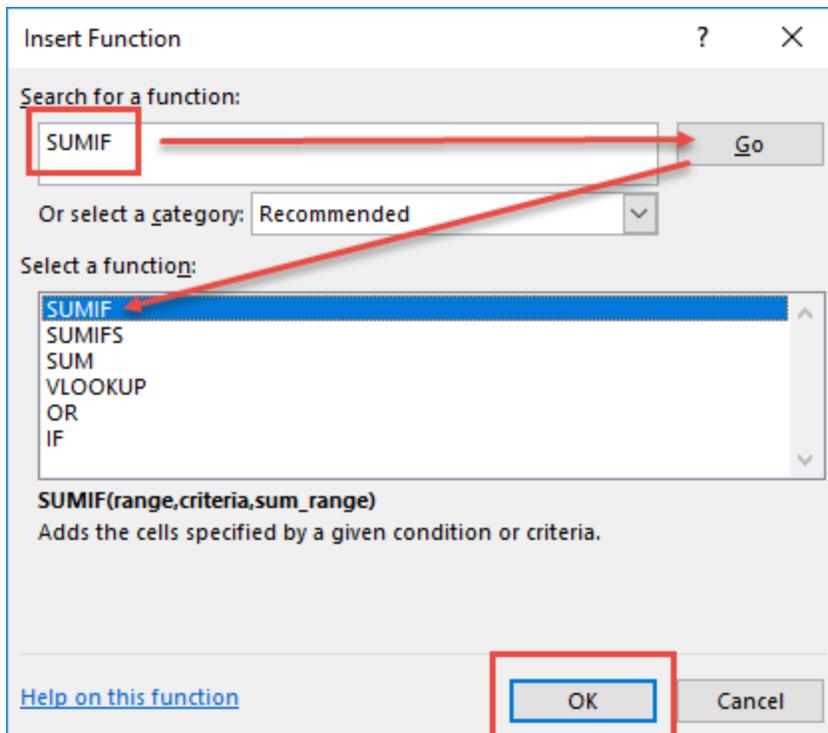


Scroll down and select **Hide & Unhide > Hide Columns**.

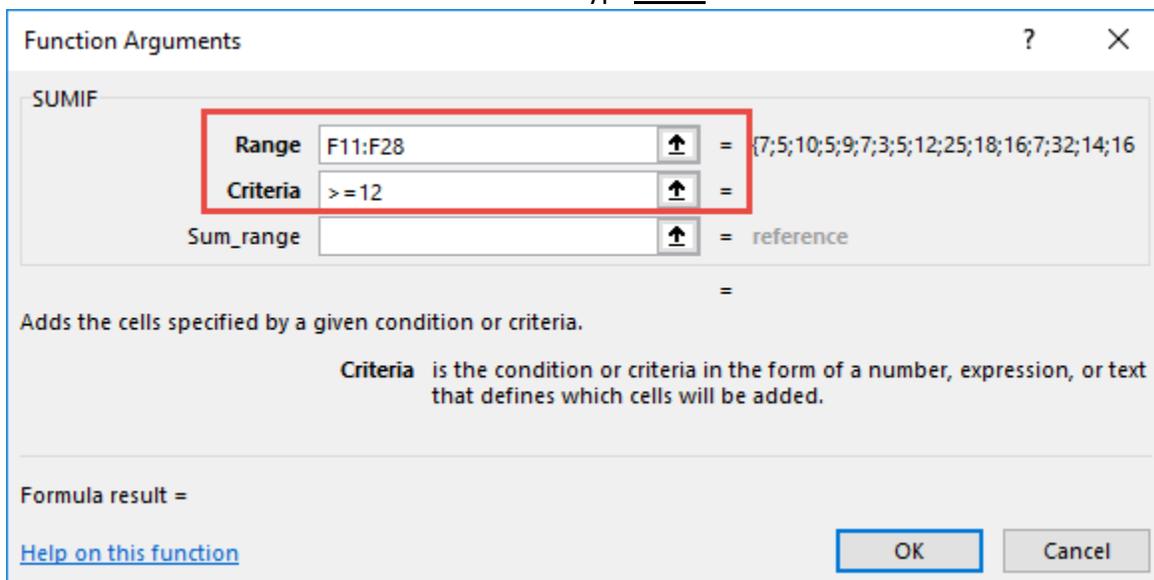


Now columns are hidden in the worksheet.

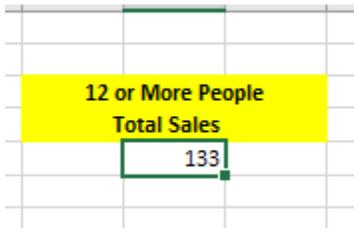




2. Click the **arrow** at the end of the Range text box.
3. Select **F11:F28**.
4. Click the **arrow** again to return to the function Arguments dialog box.
5. Click inside the **Criteria** text box and type >=12.



6. Click **OK** to add the value of the cell (133).

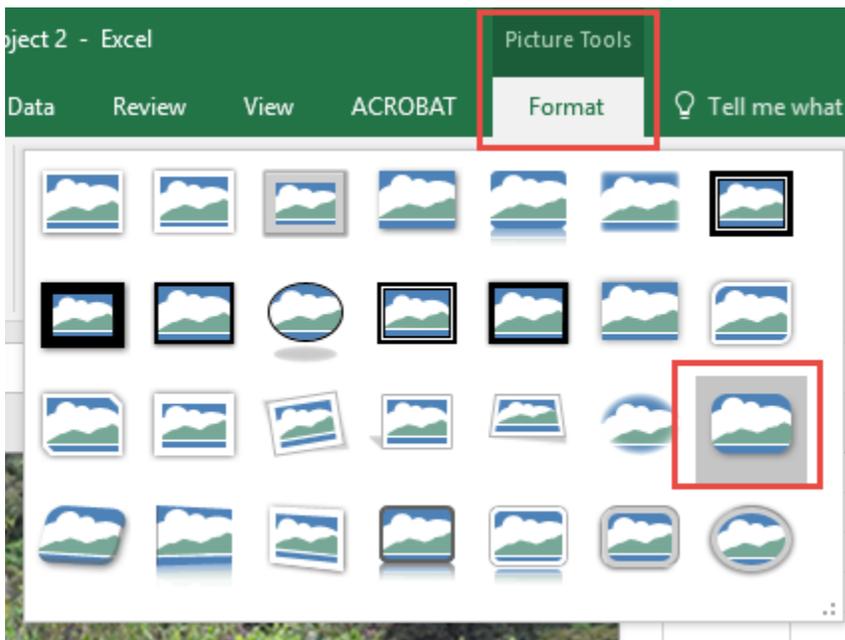


The formula in the formula bar shows the function.



**Task 9** On the “Customer Info” worksheet, apply the Bevel Rectangle Picture Style to the Pampered Pup’s Dog Trail Adventures graphic in cells A1:H15.

1. **Double click** on the “Customer Info” tab at the bottom of the workbook to go to the “Customer Info” worksheet.
2. Click on the Pampered Pup’s Dog Trail Adventures graphic in cells A1:H15 and with the Picture Tools **Format** tab selected, in the Picture Styles group, click **Bevel Rectangle**.

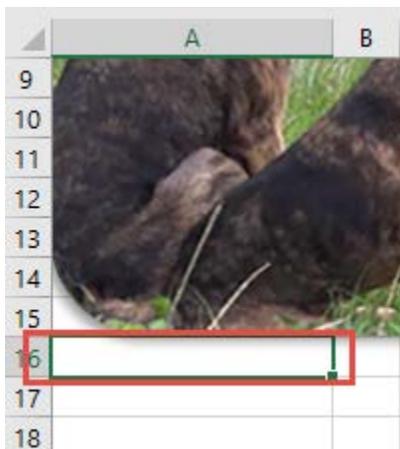


Your picture should now look like this:

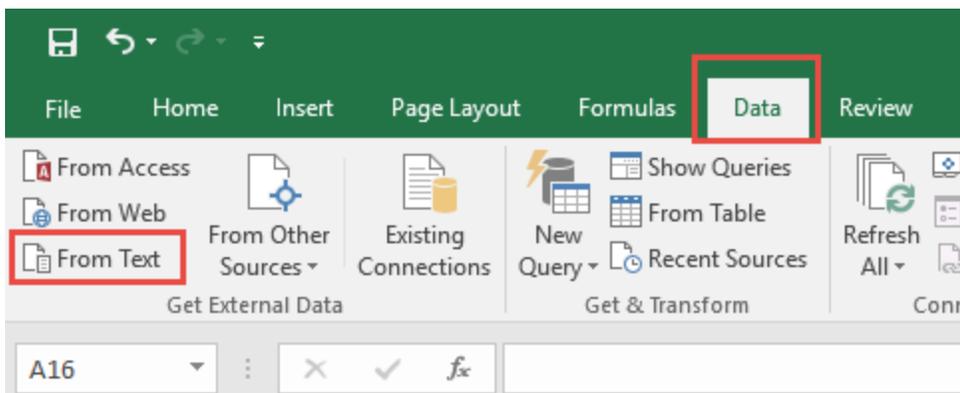


<b>Task 10</b>	Beginning at cell <b>A16</b> of the “Customer Info” worksheet, import the data from the <b>comma-delimited</b> source file, “Age and Place.txt” located in the Excel Project 2 folder.
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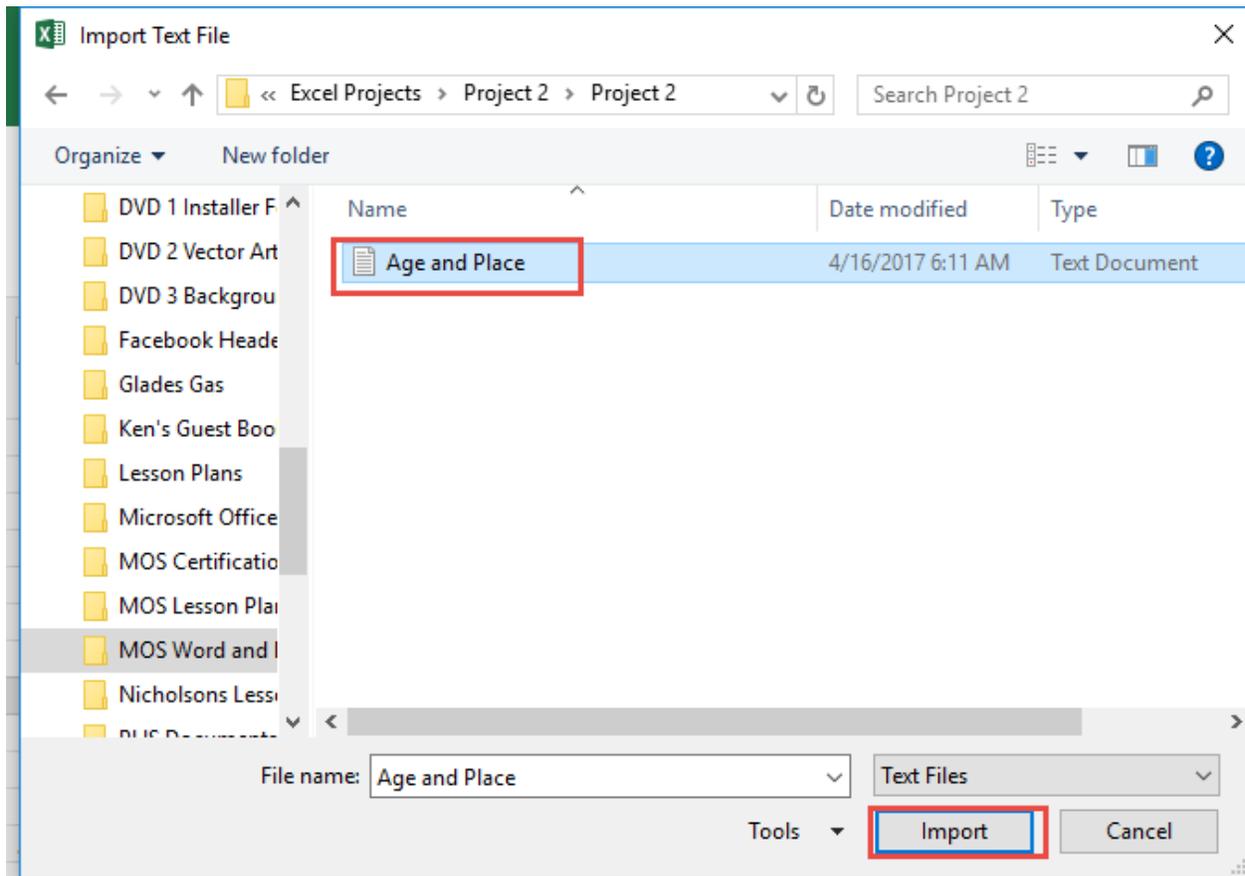
1. Place your cursor in cell **A16** of the “Customer Info” worksheet.



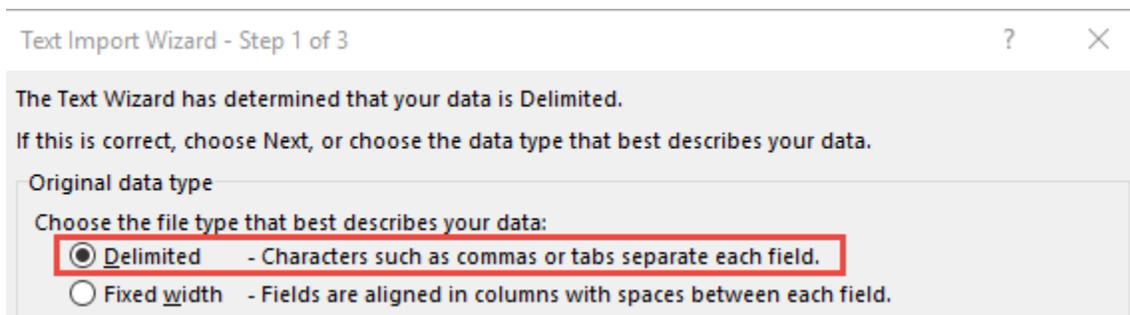
2. With the **Data** tab selected, in the Get External Data group, click **From Text** to open the Import Text File dialog box.



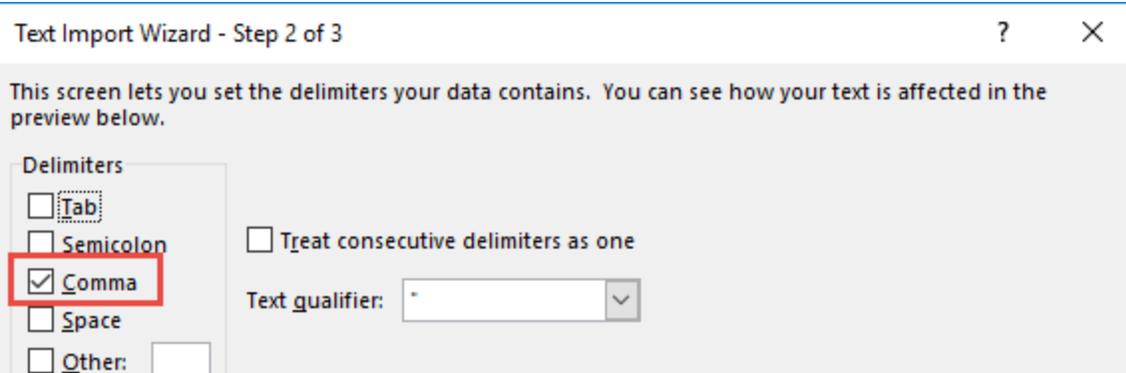
3. Navigate to your Excel Project 2 folder and select the **Age and Place text file**. Click the **Import** button to place the text in the worksheet.



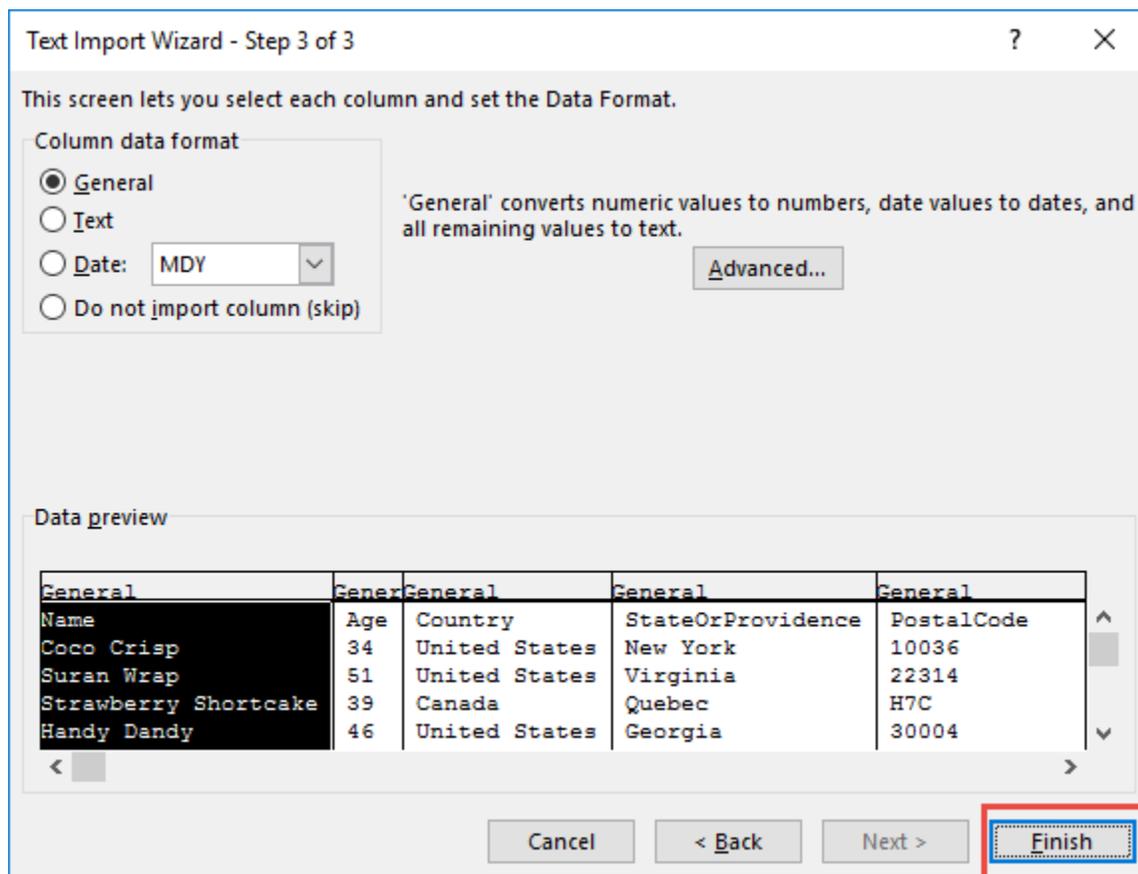
4. At the Text Import Wizard – Step 1, make sure **Delimited** is checked.



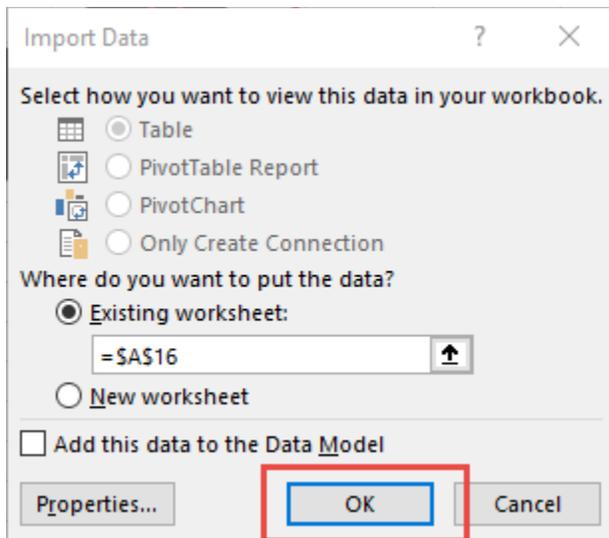
5. Click **Next** to go to Step 2 where you will check the **Comma** check box. Uncheck the **Tab** checkbox. Click **Next**.



6. Click **Finish** in Step 3.



7. At the Import Data dialog box, Click **OK**.



Your worksheet should now look like this:

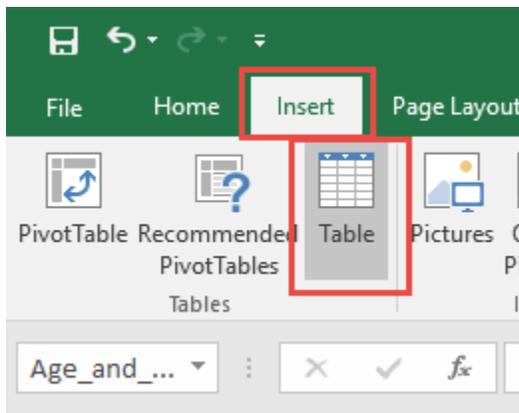
Dog Trail Adventure					
Name	Age	Country	StateOrProvinc	PostalCode	
Coco Crisp	34	United States	New York	10036	
Suran Wrap	51	United States	Virginia	22314	
Strawberry Shortcake	39	Canada	Quebec	H7C	
Handy Dandy	46	United States	Georgia	30004	
Chips Ahoy	34	Canada	Alberta	T7S	
Rice Crispy	25	Canada	Ontario	L6A	
Barbie Doll	41	United States	Nevada	89011	
Sand Man	25	Canada	Manitoba	R0E	
Salad Dish	34	Canada	Alberta	T0C	
Fred Flintstone	51	United States	North Dakota	58064	
Micky Mouse	30	United States	Texas	75462	
Sponge Bob	43	Canada	Nova Scotia	B1A	
Iron Man	27	Canada	New Brunswick	E3N	
Desert Rose	37	United States	Washington	98104	
Princess Caraboo	29	United States	Florida	33430	
Alan Harper	37	Canada	Quebec	H7G	
Captain America	61	Canada	Saskatchewan	S0E	
Lady Haha	29	United States	Virginia	22201	

Task 11	On the “Customer Info” worksheet, create a table from the cell range A16:E34. Include row 16 as headers.
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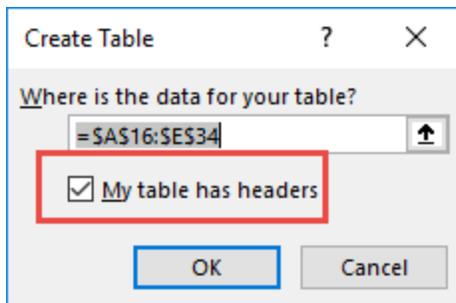
1. **Select** the cell range A16:E34 by **dragging** over it while holding down your left mouse.

Name	Age	Country	StateOrProvinci	PostalCod
Coco Crisp	34	United States	New York	10036
Suran Wrap	51	United States	Virginia	22314
Strawberry Shortcake	39	Canada	Quebec	H7C
Handy Dandy	46	United States	Georgia	30004
Chips Ahoy	34	Canada	Alberta	T7S
Rice Crispy	25	Canada	Ontario	L6A
Barbie Doll	41	United States	Nevada	89011
Sand Man	25	Canada	Manitoba	R0E
Salad Dish	34	Canada	Alberta	T0C
Fred Flintstone	51	United States	North Dakota	58064
Micky Mouse	30	United States	Texas	75462
Sponge Bob	43	Canada	Nova Scotia	B1A
Iron Man	27	Canada	New Brunswick	E3N
Desert Rose	37	United States	Washington	98104
Princess Caraboo	29	United States	Florida	33430
Alan Harper	37	Canada	Quebec	H7G
Captain America	61	Canada	Saskatchewan	S0E
Lady Haha	29	United States	Virginia	22201

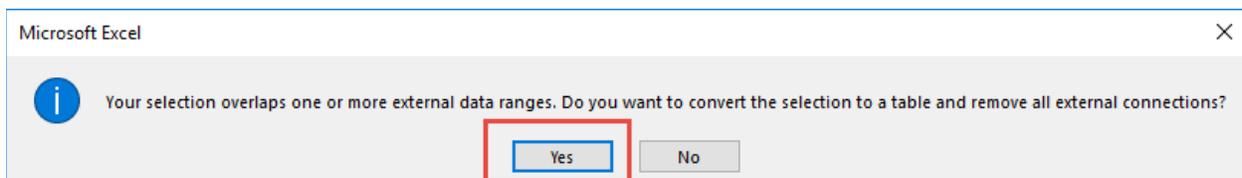
2. With the **Insert** tab selected, click **Table**.



3. At the Create Table dialog box, make sure **My table has headers** is checked. This lets Excel know that the top row, row 16 is your header. Click **OK**.



You will then see the prompt below:



4. Click **Yes** to convert the selection to a table and remove all external connections.

Now the cells are displayed in a table with a header row.

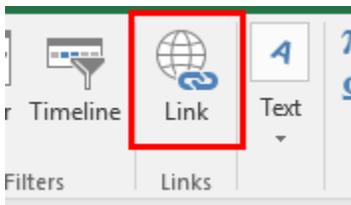
Name	Age	Country	StateOrProvince	PostalCode
Coco Crisp	34	United States	New York	10036
Suran Wrap	51	United States	Virginia	22314
Strawberry Shortcake	39	Canada	Quebec	H7C
Handy Dandy	46	United States	Georgia	30004
Chips Ahoy	34	Canada	Alberta	T7S
Rice Crispy	25	Canada	Ontario	L6A
Barbie Doll	41	United States	Nevada	89011
Sand Man	25	Canada	Manitoba	R0E
Salad Dish	34	Canada	Alberta	T0C
Fred Flintstone	51	United States	North Dakota	58064
Micky Mouse	30	United States	Texas	75462
Sponge Bob	43	Canada	Nova Scotia	B1A
Iron Man	27	Canada	New Brunswick	E3N
Desert Rose	37	United States	Washington	98104
Princess Caraboo	29	United States	Florida	33430
Alan Harper	37	Canada	Quebec	H7G
Captain America	61	Canada	Saskatchewan	S0E
Lady Haha	29	United States	Virginia	22201

Task 12	On the “Trail Booking” worksheet in cell E11, create a hyperlink to cell A17 on the “Customer Info” worksheet.
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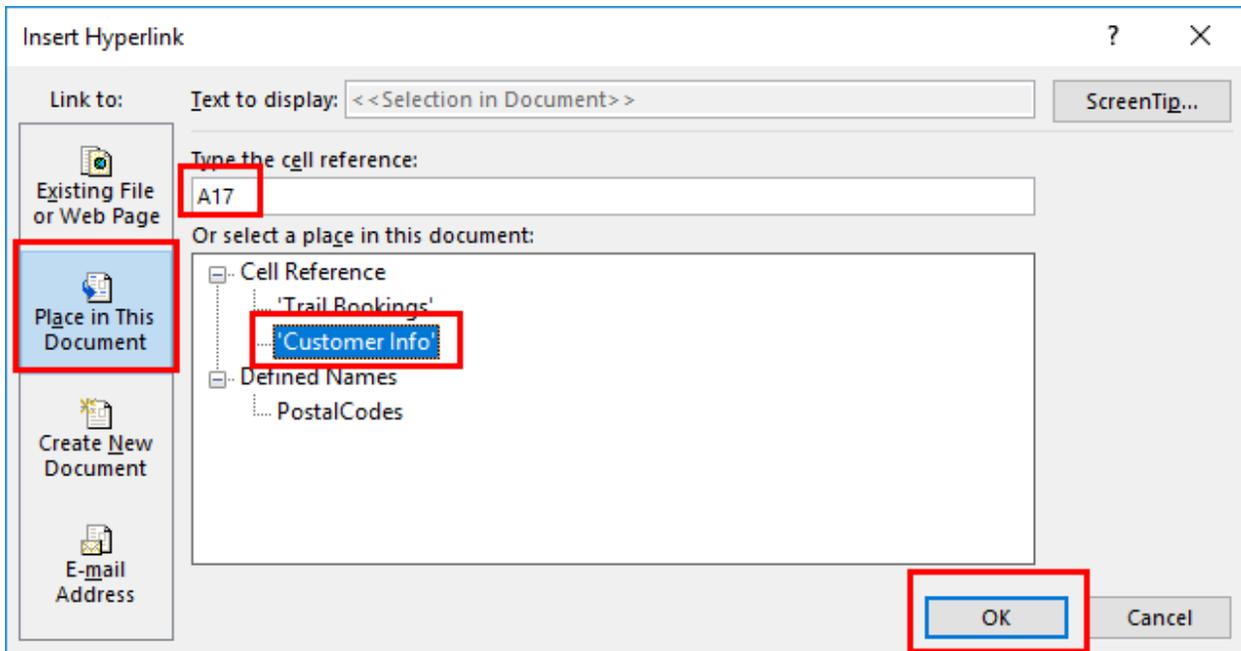
1. **Double click** on the “Trail Booking” tab at the bottom of the workbook to go to the “Trail Booking” worksheet.
2. Place your cursor in cell **E11**.

	A	B	E	F	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10	Dog Trail	Month	Full Name (Last, First)	Group Size	Per
11	CAPE HORN TRAIL	January	Crisp, Coco	7	\$
12		February	Wrap, Suran	5	\$

1. With the **Insert** tab selected, in the Links group, click **Link**.



2. At the Hyperlink dialog box make sure **Place in This Document** is selected. The cell reference is cell **A17** in the “Customer Info” worksheet.



3. Click **OK** to apply the hyperlink to the cell. Notice now the text in the cell appears blue, indicating that it is a link. **Click** on the link and it will take you to cell **A17** in the “Customer Info” worksheet.

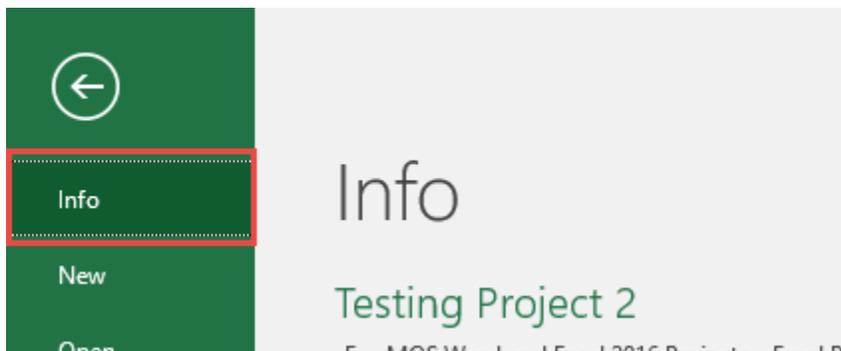
Full Name (Last, First)	Group Size	Per Person
Crisp, Coco	7	\$600.00
y Wrap, Suran	5	\$600.00
Shortcake, Strawberry	10	\$600.00

Task 13	In the document properties, add “Pampered Pup Trail Adventures” as the company name.
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1. Click **File** to go to the Backstage view.



2. At the **Info** area, click **Show All Properties** at the bottom right of the screen.



Properties ▾

Size 269KB

Title Add a title

Tags Add a tag

Categories Add a category

Related Dates

Last Modified Today, 9:14 AM

Created 4/9/2017 8:39 AM

Last Printed

Related People

Author  Janann Nicholson  
Add an author

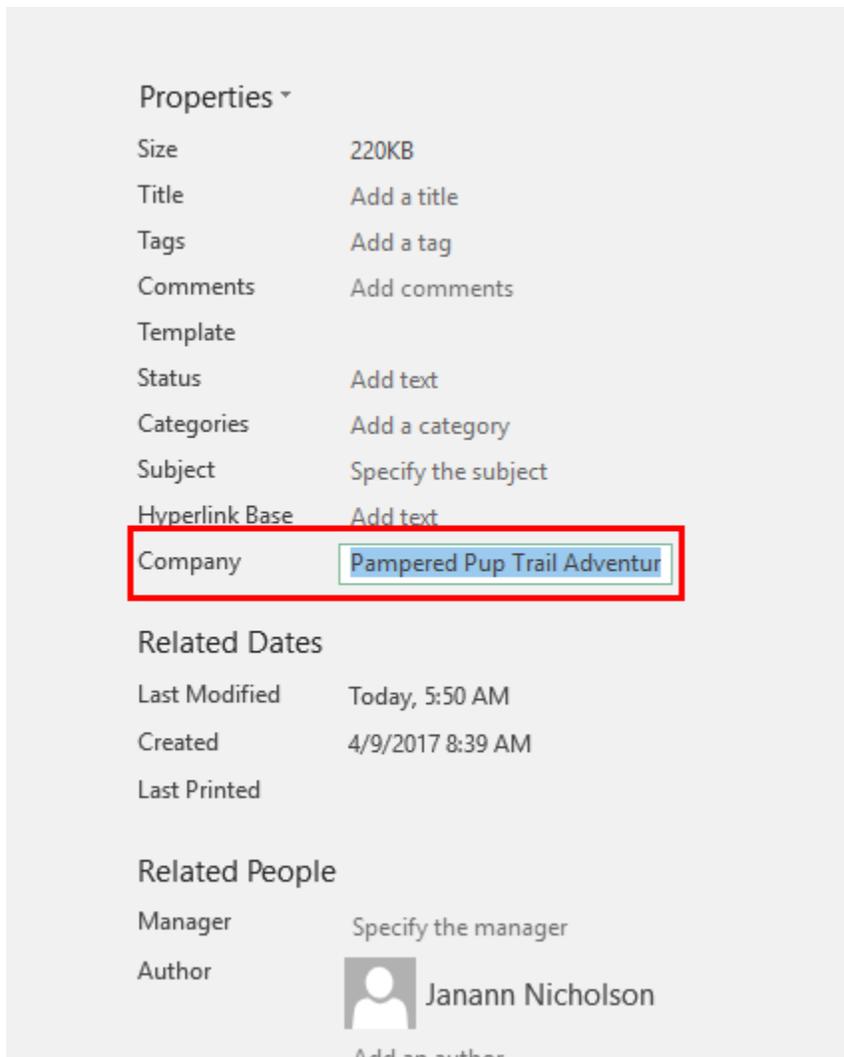
Last Modified By  Janann Nicholson

Related Documents

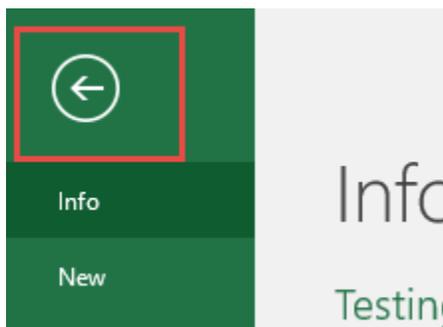
 Open File Location

[Show All Properties](#)

3. In the **Company** text box type "Pampered Pup Trail Adventures".



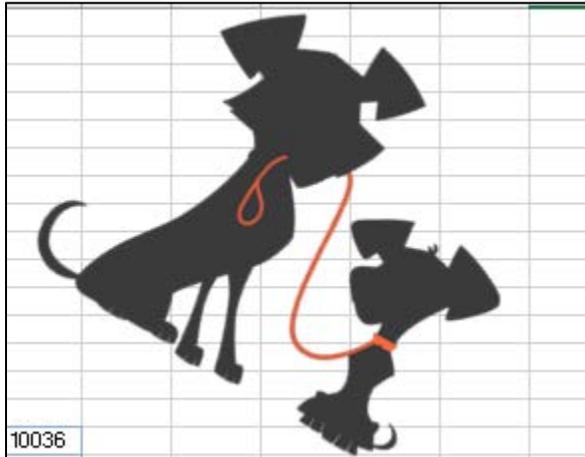
4. **Click** the arrow at the top left of the screen above Info to return to the worksheet.



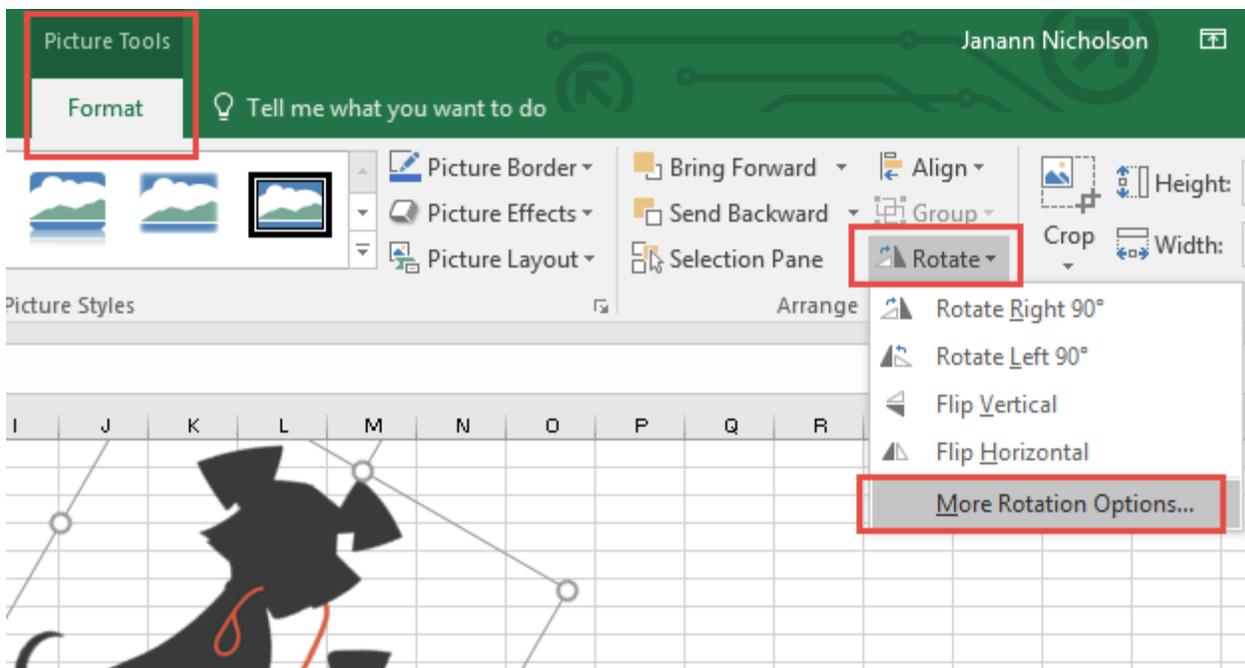
Task 14	On the “Customer Info” worksheet, change the rotation of the image of the two black dogs with the leash to 0 degrees.
------------	---

1. Click the “Customer Info” worksheet tab to go to the “**Customer Info**” worksheet.

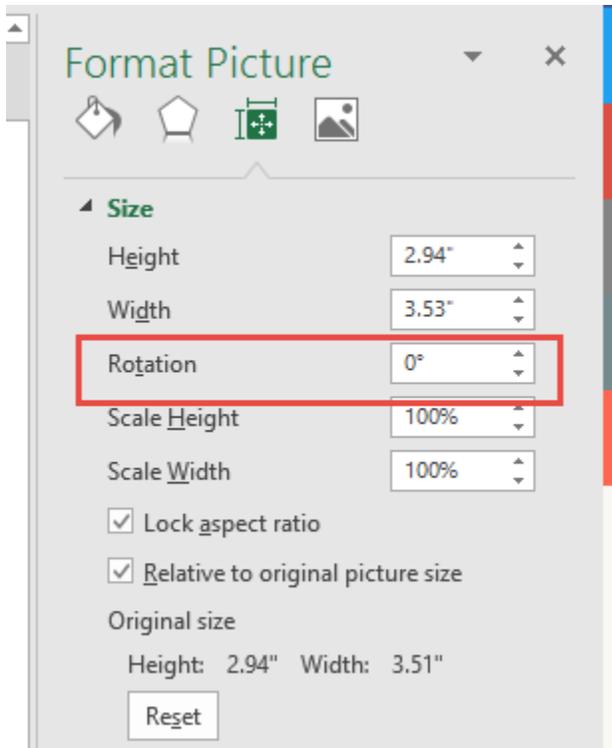
2. Click on the image of the two black dogs with the leash



3. With the Picture Tools **Format** tab selected, in the Arrange group, click **Rotate > More Rotation Options**.

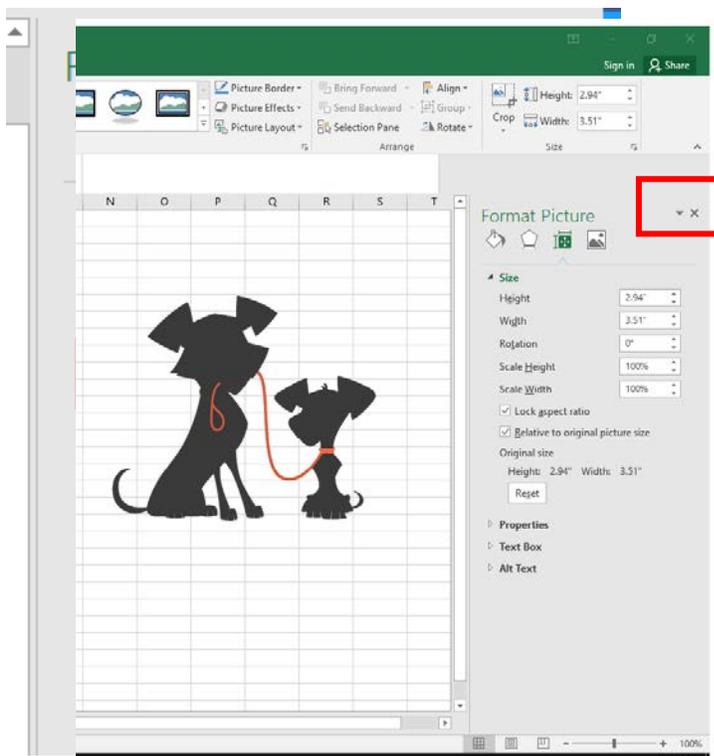


4. Set the **Rotation to 0°** in the Format Picture side bar.



Your picture should now look like this:

5. Click on the **X** to **exit** out of the Format Shape dialog box

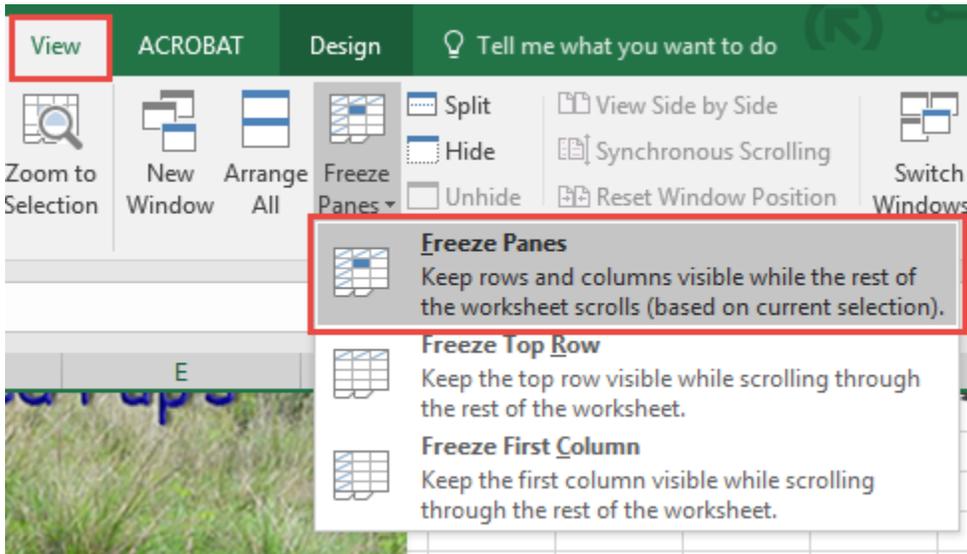


Task 15	Configure the “Customer Info” worksheet so that row 16 and the WordArt remain visible as you scroll vertically.
---------	---

1. To configure row 16 and the WordArt to remain visible as you scroll vertically, place your cursor below the row you want to freeze, in this case **row 17**.
2. **Select** row **17** on the “Customer Info” worksheet by placing your cursor to the left of row 17 until an arrow appears, then click once to select the row.

15	Dog Trail Adventures				
16	Name	Age	Country	StateOrProvince	PostalCode
17	Coco Crisp	34	United States	New York	10036
18	Suran Wrap	51	United States	Virginia	22314
19	Strawberry Shortcake	38	Canada	Quebec	470

3. With the **View** tab selected, click **Freeze Panes** > then **Freeze Panes**.



Now only rows 17 and below will scroll while rows 1 through 16 stay in place.

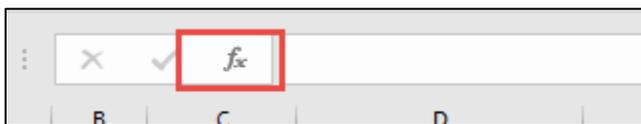
15	Dog Trail Adventures				
16	Name	Age	Country	StateOrProvince	PostalCode
23	Barbie Doll	41	United States	Nevada	89011
24	Sand Man	25	Canada	Manitoba	R0E
25	Salad Dish	34	Canada	Alberta	T0C
26	Fred Flintstone	51	United States	North Dakota	58064
27	Micky Mouse	30	United States	Texas	75462
28	Sponge Bob	43	Canada	Nova Scotia	B1A

Task 16	On the “Customer Info” worksheet, enter a formula in cell B36 that uses an Excel function to return the average age of the customers based on the values in cells B17:B34. Format the number to have no decimals.
------------	---

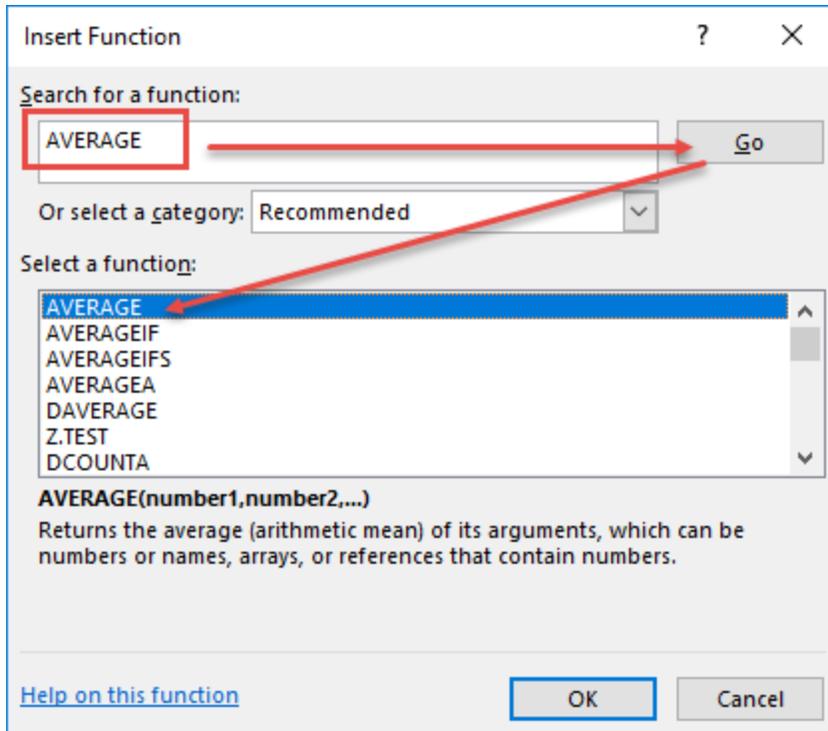
1. On the “Customer Info” worksheet, place your cursor in cell **B36**.

	A	B	
9			
10			
11			
12			
13			
14			
15			
16	Name	Age	Country
17	Coco Crisp	34	United States
18	Suran Wrap	51	United States
19	Strawberry Shortcake	39	Canada
20	Handy Dandy	46	United States
21	Chips Ahoy	34	Canada
22	Rice Crispy	25	Canada
23	Barbie Doll	41	United States
24	Sand Man	25	Canada
25	Salad Dish	34	Canada
26	Fred Flintstone	51	United States
27	Micky Mouse	30	United States
28	Sponge Bob	43	Canada
29	Iron Man	27	Canada
30	Desert Rose	37	United States
31	Princess Caraboo	29	United States
32	Alan Harper	37	Canada
33	Captain America	61	Canada
34	Lady Haha	29	United States
35			
36	Average Age		
37			

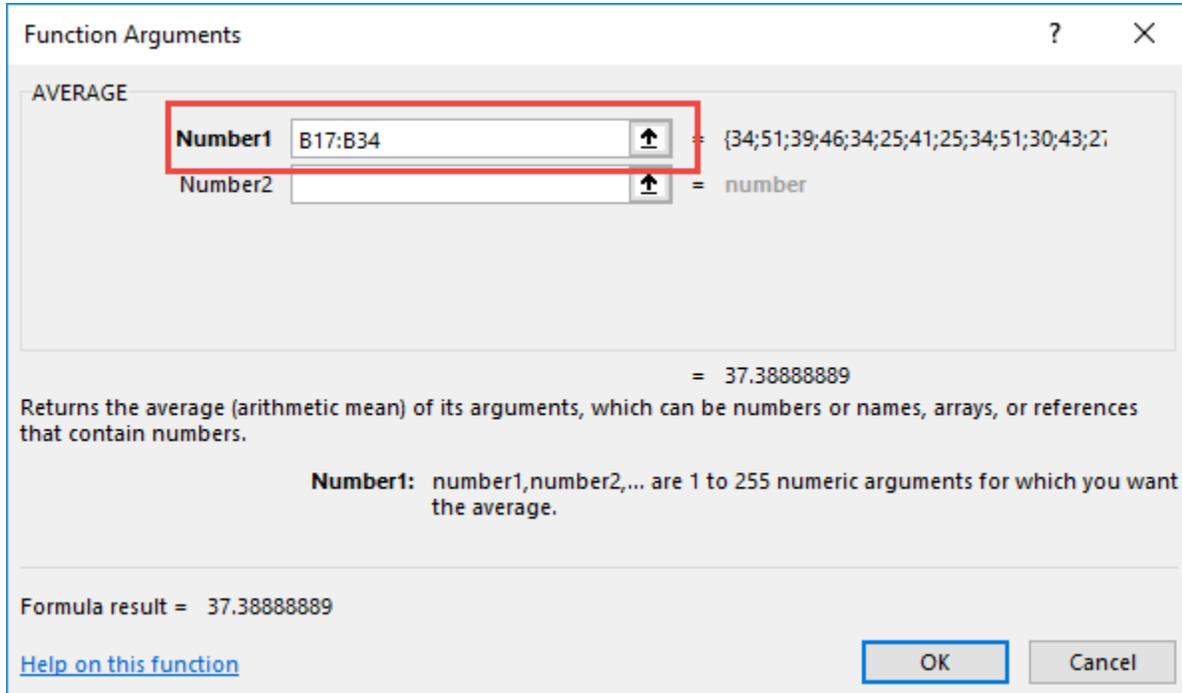
2. Click **fx** on the formula bar to open the Insert Function dialog box



3. At the Insert Function dialog box, type **AVERAGE** in the Search for a function, then click on the **Go** button. A list of functions will now appear under the Select a function list.
4. Click on **AVERAGE**, then press **OK** to open the Function Arguments dialog box.



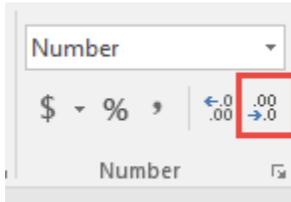
5. In the Number1 text box, type **B17:B34**, the cells that contain the values you want to average.



6. Click **OK** to close the Function Arguments dialog box and place the average value of the customers age in the cell **B36**.

35		
36	Average Age	37.389
37		

- To format the number to have no decimals: With the **Home** tab selected, in the Number group, press the **decrease decimal icon** three times.

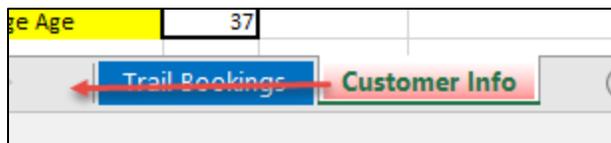


Your number should now look like this:

35		
36	Average Age	37
37		

Task 17	Move the “Customer Info” worksheet before the “Trail Bookings” worksheet.
---------	---

- Place your cursor on the “Customer Info” worksheet and while holding down the left mouse, **drag** it in front of the “Trail Bookings” worksheet.



Your workbook should now look like this:



Task 18	Navigate to the named range “PostalCodes” in the “Customer Info” worksheet, and remove the contents of the selected cells.
---------	--

- Make sure your cursor is not in a cell that contains any values, an empty cell. Place your cursor in the **Name box** located to the left of the formula bar.
- Delete the cell reference then type in “PostalCodes”. Press the **Enter** key on the keyboard.



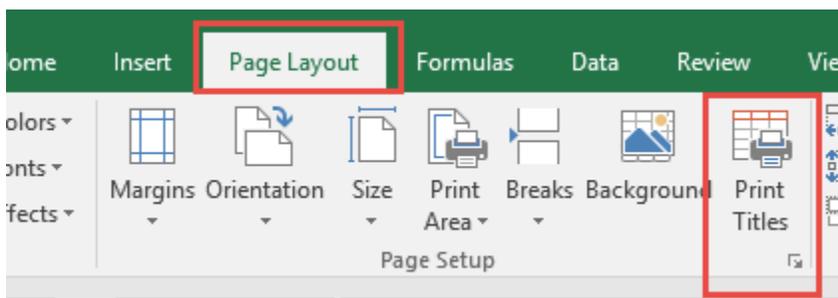
Excel will then find the group of cells by selecting the name range in the worksheet.

New Yor	10036
Virginia	22314
Quebec	H7C
Georgia	30004
Alberta	T7S
Ontario	L6A
Nevada	89011
Manitob	R0E
Alberta	T0C
North D	58064
Texas	75462
Nova Sc	B1A
New Bru	E3N
Washing	98104
Florida	33430
Quebec	H7G
Saskatch	S0E
Virginia	22201

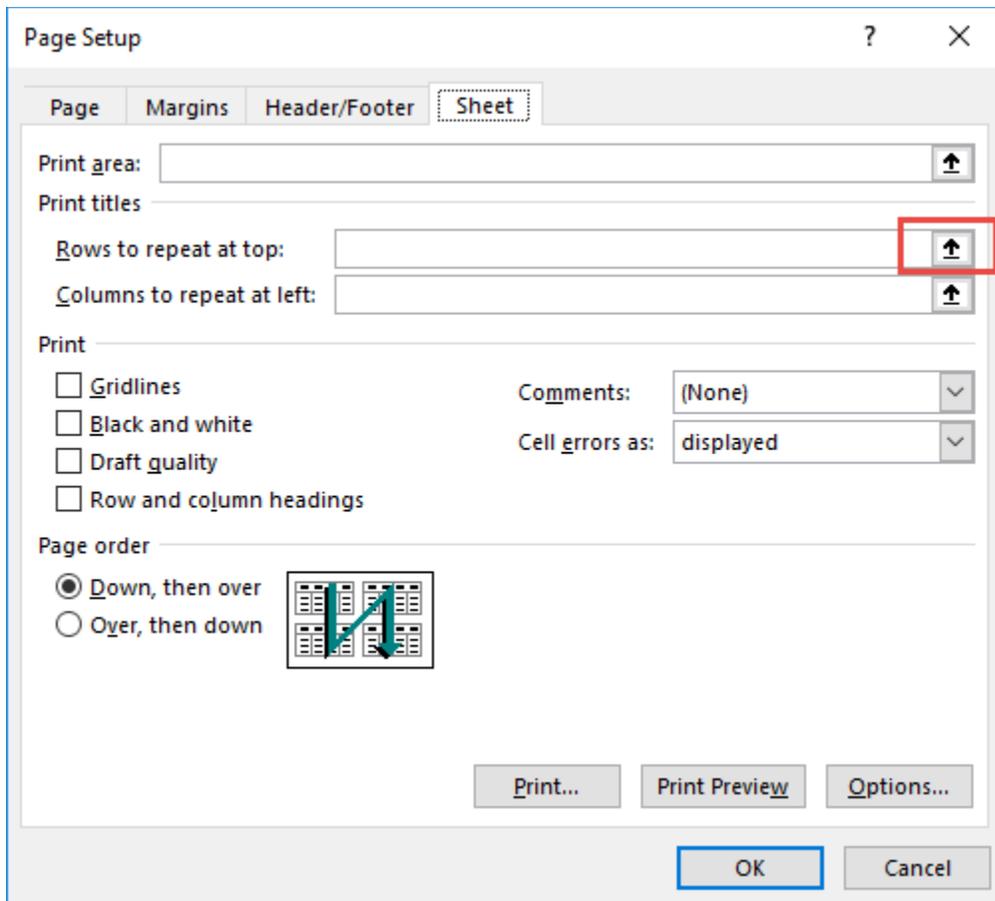
3. With the cells selected, click the **Delete** key on the keyboard to remove the name range from the worksheet.

Task 19	Configure the “Trail Bookings” worksheet so the column headings in row 10 appear on all printed pages.
------------	--

1. Click the “Trail Bookings” tab to go to the “**Trail Bookings**” worksheet.
2. On the **Page Layout** tab, in the Page Setup group, click **Print Titles**.



3. At the Page Setup dialog box with the **Sheet** tab selected, **click the arrow** at the far right of the *Rows to repeat at top* on the left.



4. This will close the dialog box letting you select the column heading you want to print on all pages, **row 10**.



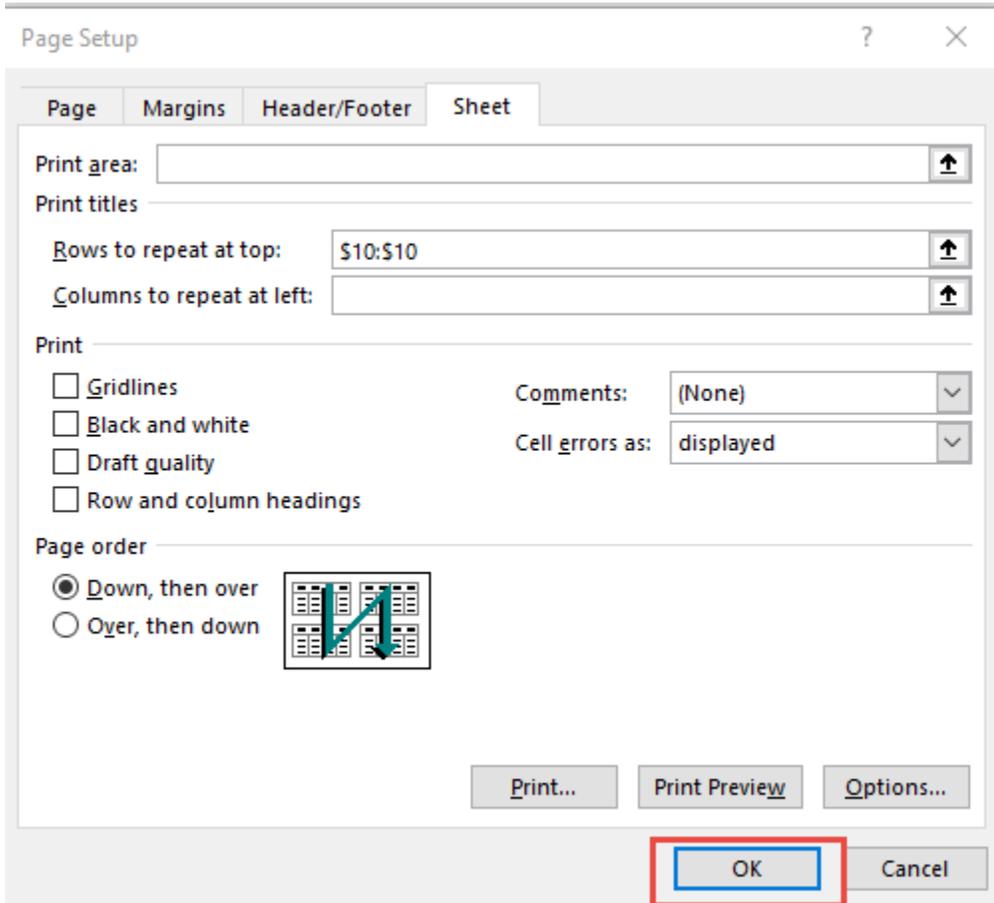
5. To select the row, point your cursor next to row 10 until you see an arrow, then **click once** to **select** the row.

	Dog Trail	Month	Full Name (Last, First)	Group Size	Per Person	Total
10	Dog Trail					
11	CAPE HORN TRAIL	January	Crisp, Coco	7	\$600.00	\$4,200.00
12		February	Wrap, Suran	5	\$600.00	\$3,000.00
13		March	Shortcake, Strawberr	10	\$600.00	\$6,000.00
14	BLUEBELL ISLAND TRAIL	January	Dandy, Handy	5	\$200.00	\$1,000.00

6. You will now see that Excel has added that row reference to the Page Setup – **Rows to repeat at top** dialog box. **Click** the arrow at the **right** again.



7. This will take you back to the Page Setup dialog box. Click **OK** to have the column headings in row 10 appear on all printed pages.

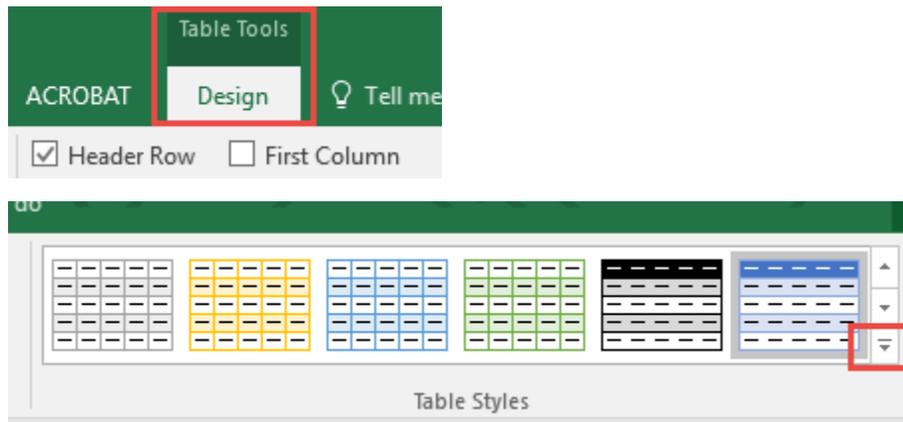


Task 20	On the “Customer Info” worksheet, apply Orange Table Style Medium 3 to the table.
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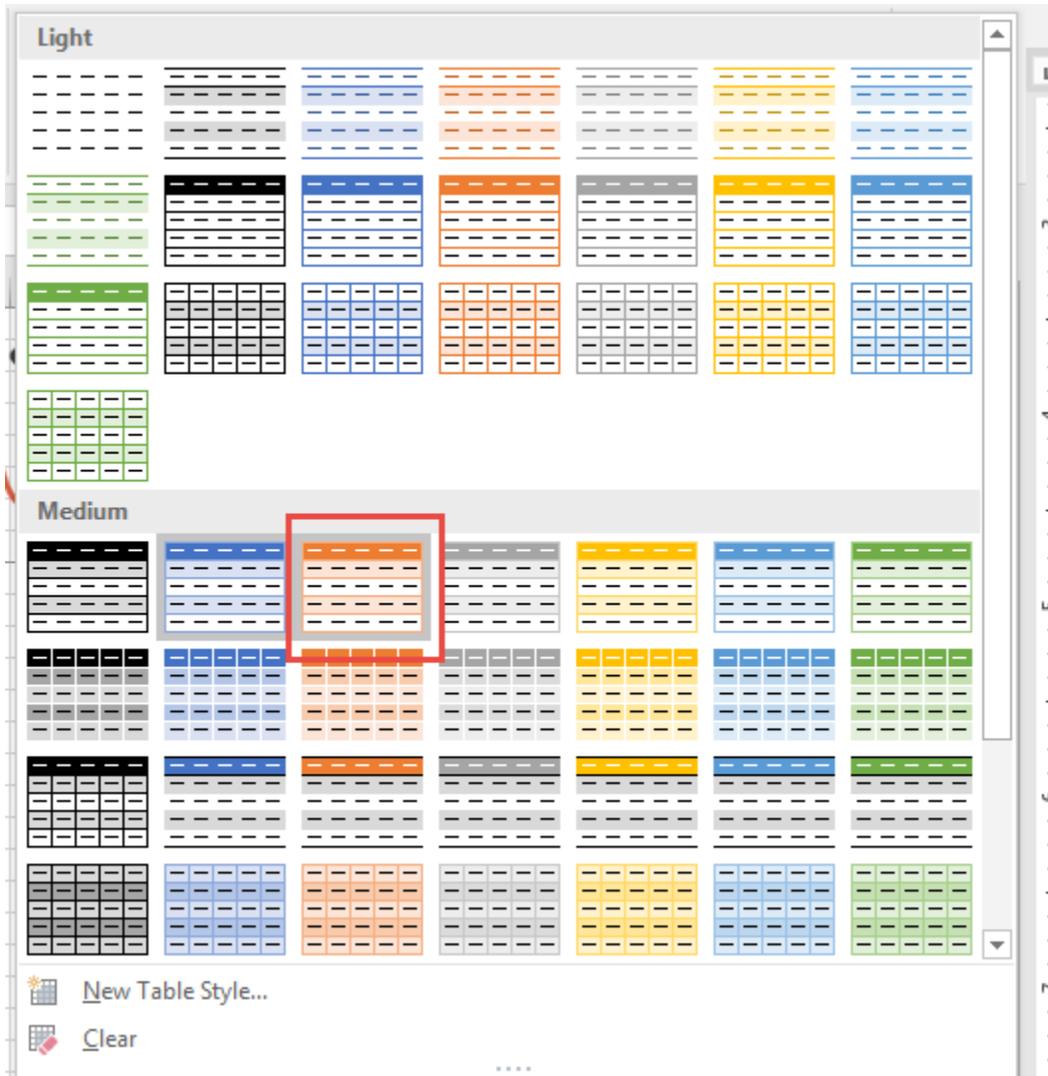
1. Click the “Customer Info” worksheet tab to go to the “**C**ustomer Info” worksheet.
2. **Select** the table by holding down your left mouse and **dragging** over cells A16:E34.

Name	Age	Country	StateOrProvince	PostalCode
Coco Crisp	34	United State	New York	10036
Suran Wrap	51	United State	Virginia	22314
Strawberry Shortcake	39	Canada	Quebec	H7C
Handy Dandy	46	United State	Georgia	30004
Chips Ahoy	34	Canada	Alberta	T7S
Rice Crispy	25	Canada	Ontario	L6A
Barbie Doll	41	United State	Nevada	89011
Sand Man	25	Canada	Manitoba	R0E
Salad Dish	34	Canada	Alberta	T0C
Fred Flintstone	51	United State	North Dakota	58064
Micky Mouse	30	United State	Texas	75462
Sponge Bob	43	Canada	Nova Scotia	B1A
Iron Man	27	Canada	New Brunswick	E3N
Desert Rose	37	United State	Washington	98104
Princess Caraboo	29	United State	Florida	33430
Alan Harper	37	Canada	Quebec	H7G
Captain America	61	Canada	Saskatchewan	S0E
Lady Haha	29	United State	Virginia	22201

- With the Table Tools **Design** tab selected, in the Table Styles group, click the bottom right drop-down arrow to display more options



- Select the **Orange Table Style Medium 3** to from the menu options to apply it to the table.

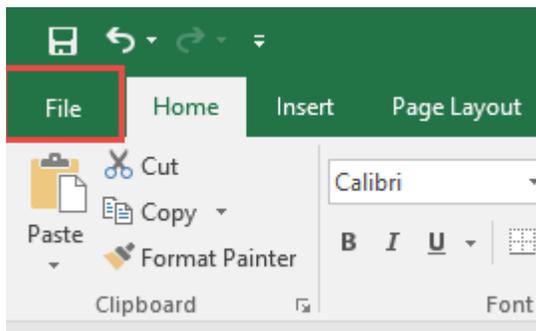


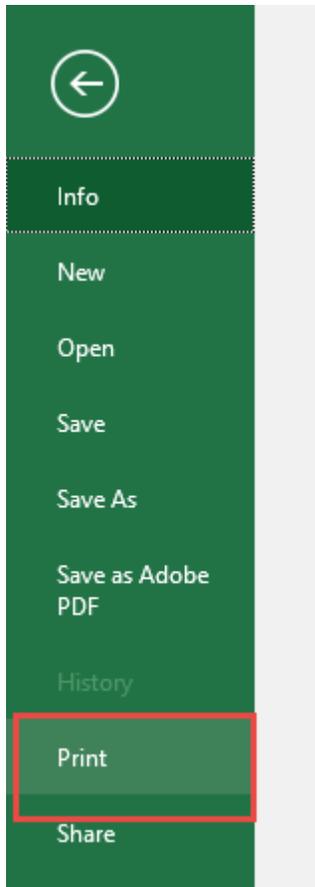
Your table should now look like this:

	Name	Age	Country	StateOrProvince	PostalCode
7	Coco Crisp	34	United State	New York	10036
8	Suran Wrap	51	United State	Virginia	22314
9	Strawberry Shortcake	39	Canada	Quebec	H7C
10	Handy Dandy	46	United State	Georgia	30004
11	Chips Ahoy	34	Canada	Alberta	T7S
12	Rice Crispy	25	Canada	Ontario	L6A
13	Barbie Doll	41	United State	Nevada	89011
14	Sand Man	25	Canada	Manitoba	R0E
15	Salad Dish	34	Canada	Alberta	T0C
16	Fred Flintstone	51	United State	North Dakota	58064
17	Micky Mouse	30	United State	Texas	75462
18	Sponge Bob	43	Canada	Nova Scotia	B1A
19	Iron Man	27	Canada	New Brunswick	E3N
20	Desert Rose	37	United State	Washington	98104
21	Princess Caraboo	29	United State	Florida	33430
22	Alan Harper	37	Canada	Quebec	H7G
23	Captain America	61	Canada	Saskatchewan	S0E
24	Lady Haha	29	United State	Virginia	22201

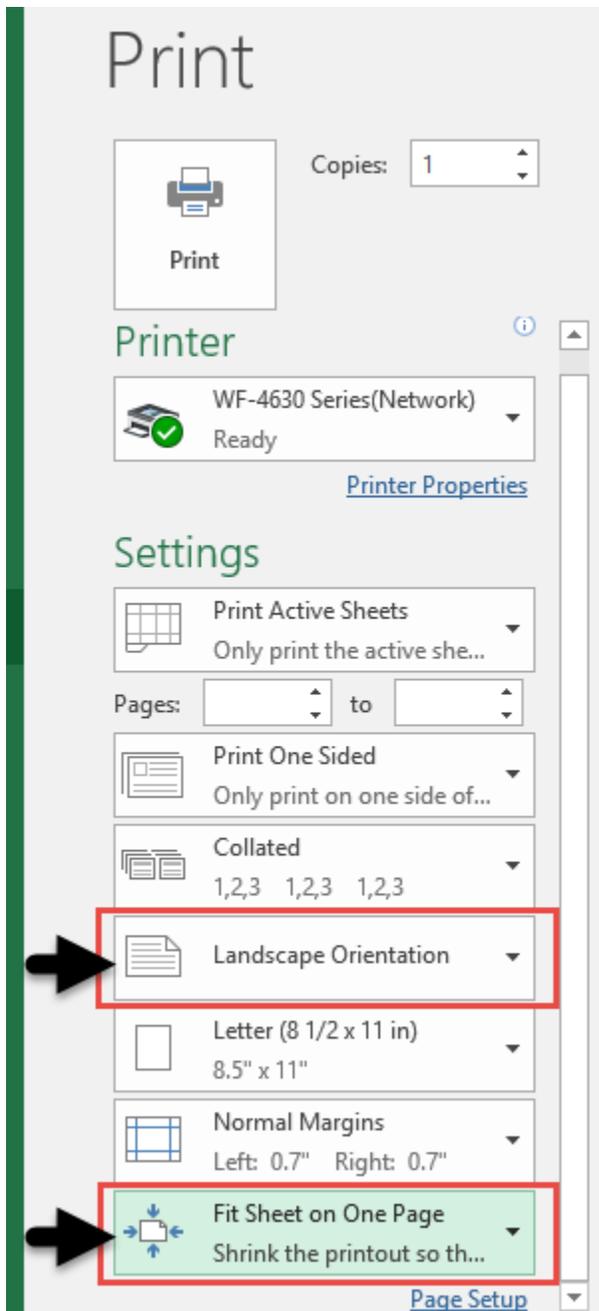
**Task 21** Modify print settings of the “Trail Bookings” worksheet to print all columns on a single page in landscape orientation.

1. Make sure you are on the “Trail Bookings” worksheet.
2. Click the **File** tab and select **Print**.

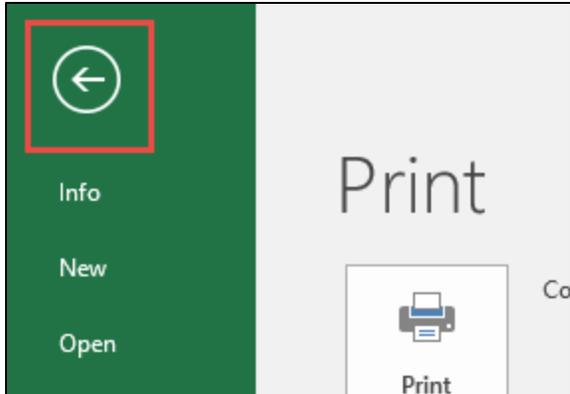




3. At the Print Settings dialog box, select **landscape orientation** and **Fit Sheet on One Page**.

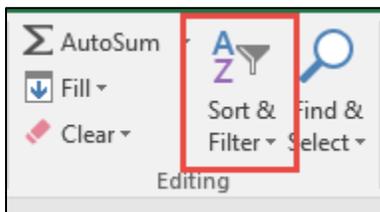
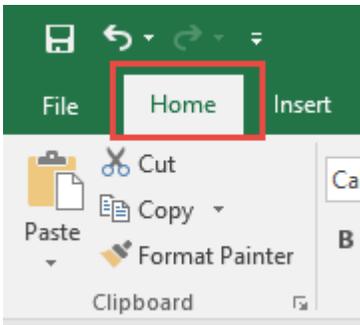


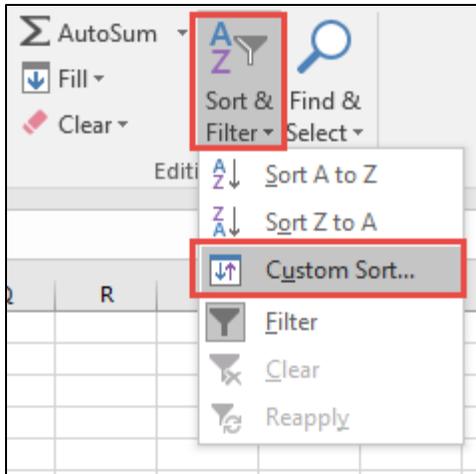
4. Click the **Back arrow** to return to the worksheet.



**Task 22** On the “Customer Info” worksheet, sort the table to order the records by the “Country” field, with the customers in the United States first and customers in Canada second. Then sort the customers in each country alphabetically from A to Z by the “StateOrProvidence” field. Finally, sort the customers in each state or providence in ascending order by the “PostalCode” field.

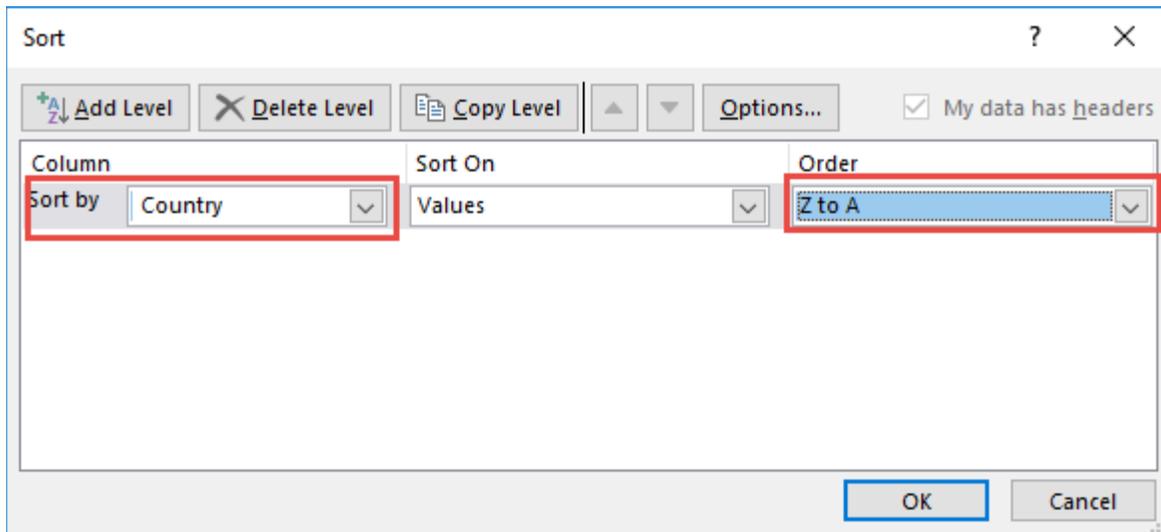
1. Make sure you are on the Customer Info worksheet. Click anywhere in the table. With the **Home** tab selected, in the Editing group, click **Sort & Filter** to drop down a list of options.



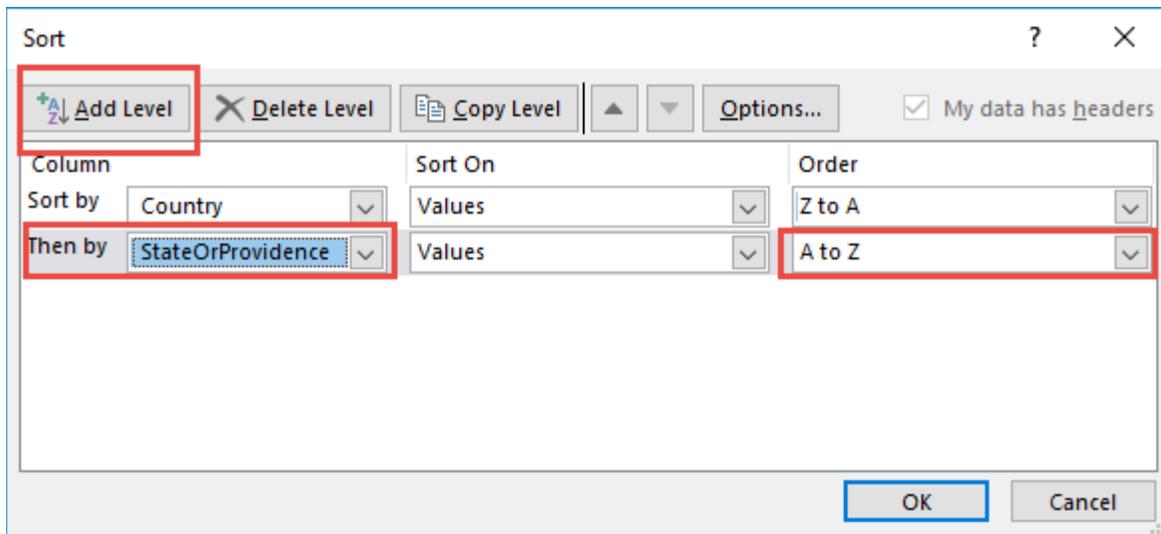


2. Select **Custom Sort**.

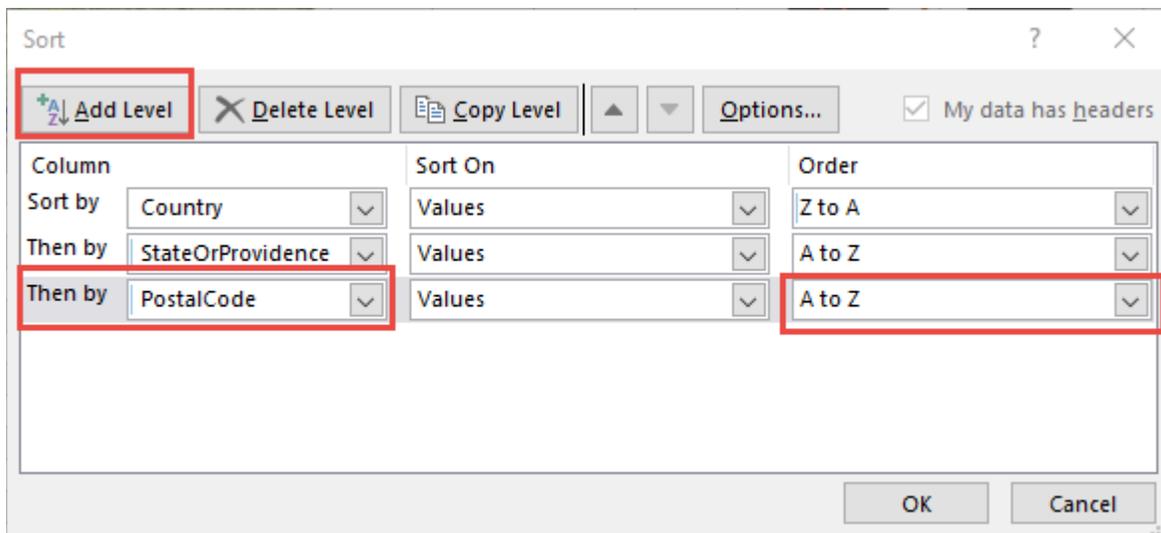
3. To sort the table to order the records by the “County” field, with the customers in the United States first and customers in Canada second, select **Country** from the Sort by drop down list and the Order from **Z to A** (*United States comes before Canada in descending alphabetical order*).



4. Next you will sort the customers in each country alphabetically from A to Z by the “StateOrProvince” field. In order to do this, you will need to add a level. Click the **Add Level** button, then select the “**StateOrProvince**” field from the Sort by drop down list. Make sure the order is set to **A to Z**.



5. Finally, you will sort the customers in each state or providence in ascending order by the "PostalCode" field. Again, you will need to add a level. Click the **Add Level** button then select the "PostalCode" field. You want this field in **ascending order (A-Z)**.



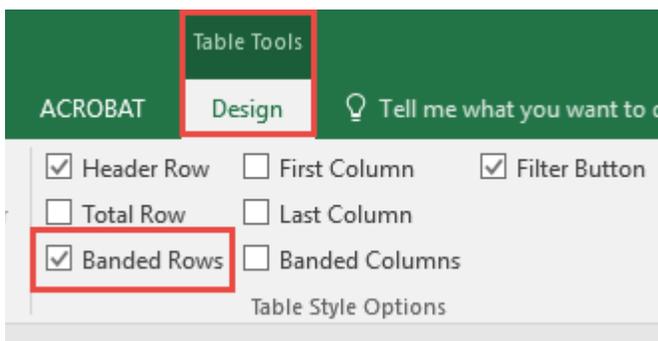
6. Click **OK** to sort the table with the above criteria.

Your table should now look like this:

Name	Age	Country	StateOrProvidence	PostalCode
Princess Caraboo	29	United State	Florida	33430
Handy Dandy	46	United State	Georgia	30004
Barbie Doll	41	United State	Nevada	89011
Coco Crisp	34	United State	New York	10036
Fred Flintstone	51	United State	North Dakota	58064
Micky Mouse	30	United State	Texas	75462
Lady Haha	29	United State	Virginia	22201
Suran Wrap	51	United State	Virginia	22314
Desert Rose	37	United State	Washington	98104
Salad Dish	34	Canada	Alberta	T0C
Chips Ahoy	34	Canada	Alberta	T7S
Sand Man	25	Canada	Manitoba	R0E
Iron Man	27	Canada	New Brunswick	E3N
Sponge Bob	43	Canada	Nova Scotia	B1A
Rice Crispy	25	Canada	Ontario	L6A
Strawberry Shortcake	39	Canada	Quebec	H7C
Alan Harper	37	Canada	Quebec	H7G
Captain America	61	Canada	Saskatchewan	S0E

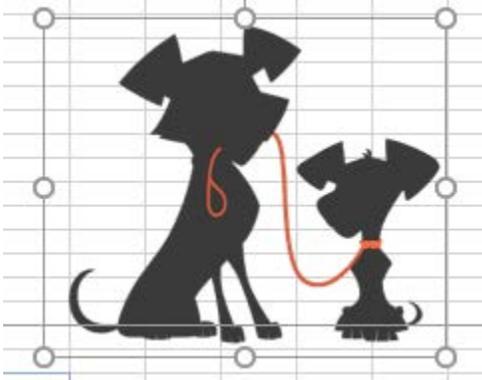
**Task 23** On the “Customer Info” worksheet, format the table so that every other row is shaded. Use a technique that automatically updates the formatting if you insert a new row.

1. Make sure you are on the “Customer Info” worksheet. **Select** the table by holding down your left mouse and dragging over cells **A16:E34**. With the Table Tools **Design** tab selected, in the Table Style Options, make sure **Banded Rows** is checked.

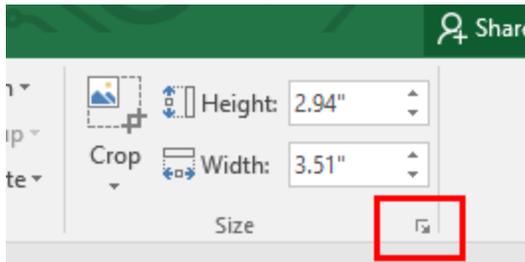


**Task 24** On the “Customer Info” worksheet, resize the picture of the two black dogs holding a leash located on the right side of the worksheet to 2.5” height and 3.25” width.

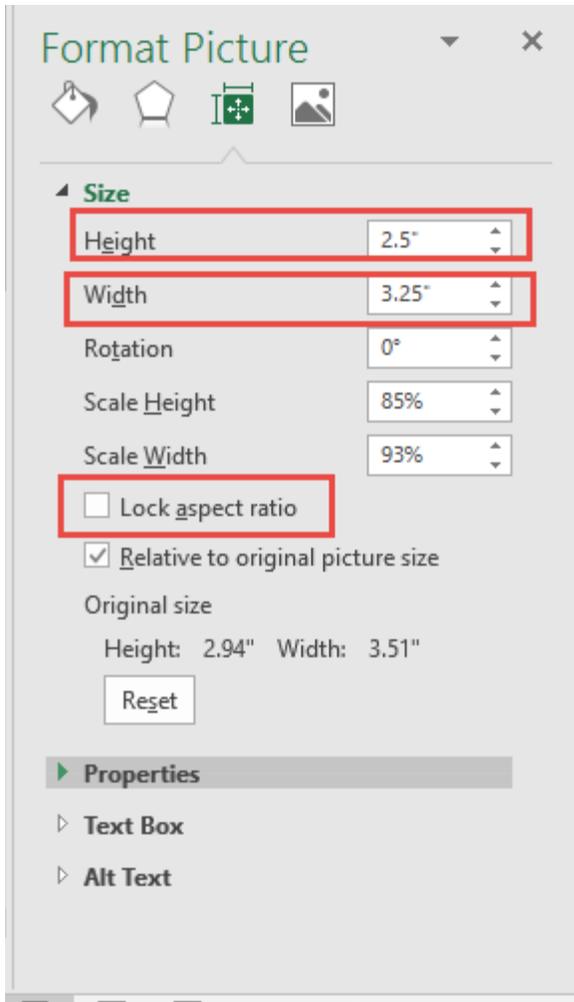
1. Make sure you are on the “Customer Info” worksheet. Click on the **two black dogs holding a leash picture**.



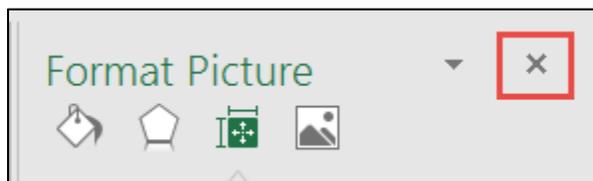
2. With the Picture Tools **Format** tab selected, in the Size group, click the drop-down arrow at the bottom right to open the Format Picture Options.



3. Make sure you **uncheck Lock aspect ratio**. If this is checked, you will not be able to resize to an exact width and height.
4. Change the **Height to 2.5”** and the **Width to 3.25”**.

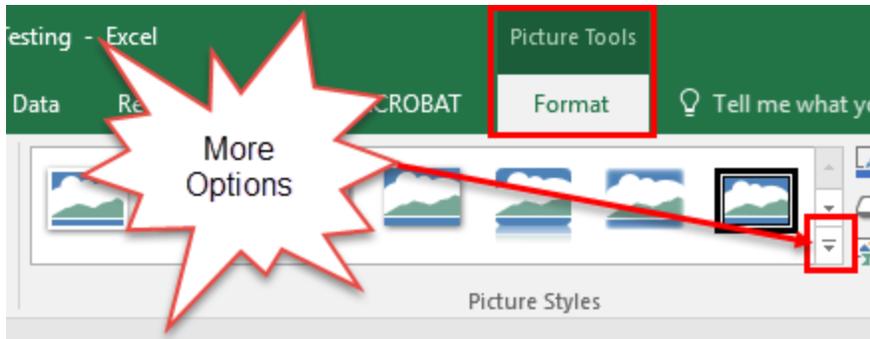


1. Click the **X** on the top right of the Format Picture Settings to close it.

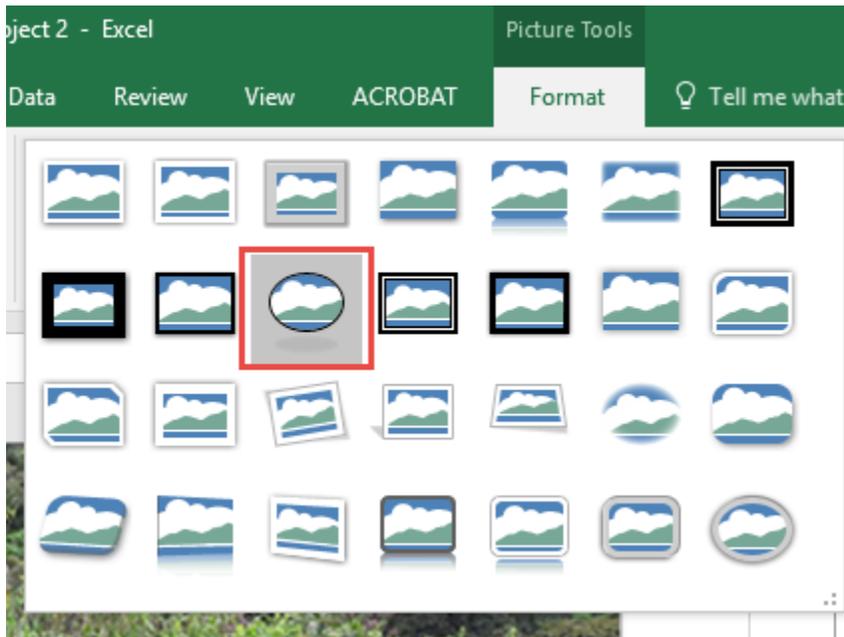


<b>Task 25</b>	On the “Customer Info” worksheet, apply a Beveled Oval, Black picture style to the picture of the two black dogs holding a leash on the right side of the page.
--------------------	---

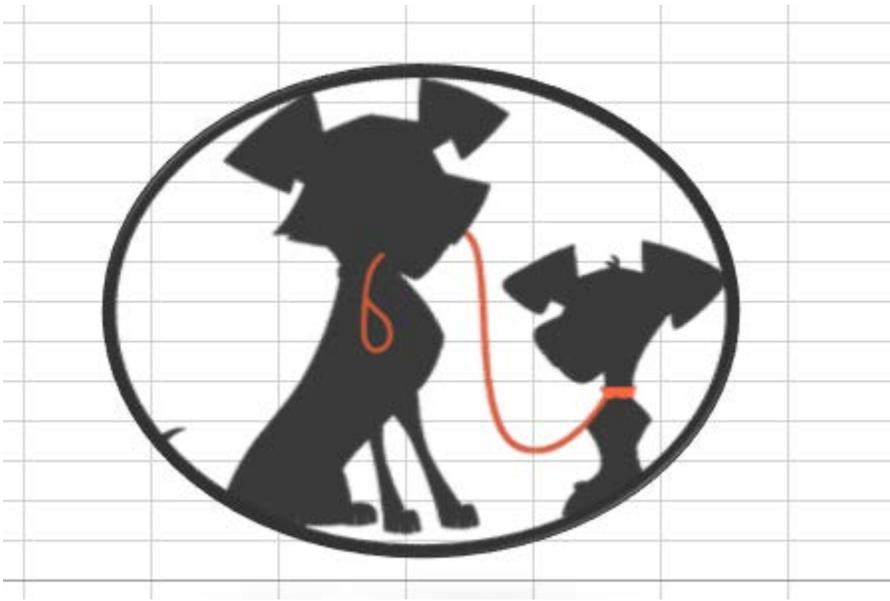
1. Click on the picture of the picture of the **two black dogs holding a leash** to select it. With the Picture Tools **Format** tab selected, click the drop-down arrow at the bottom right of the Picture Styles group to see more options.



2. Select the **Beveled Oval, Black** Picture Style from the Picture Styles gallery.



Your picture should now look like this:

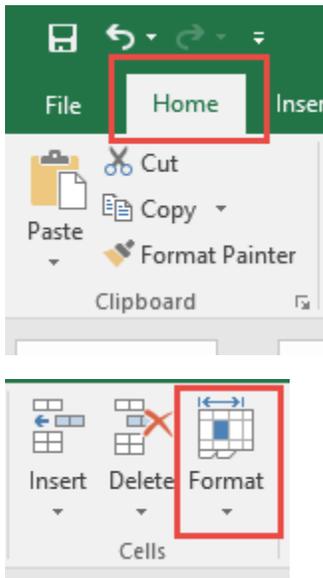


**Task 26** On the “Trail Booking” worksheet, unhide columns C and D.

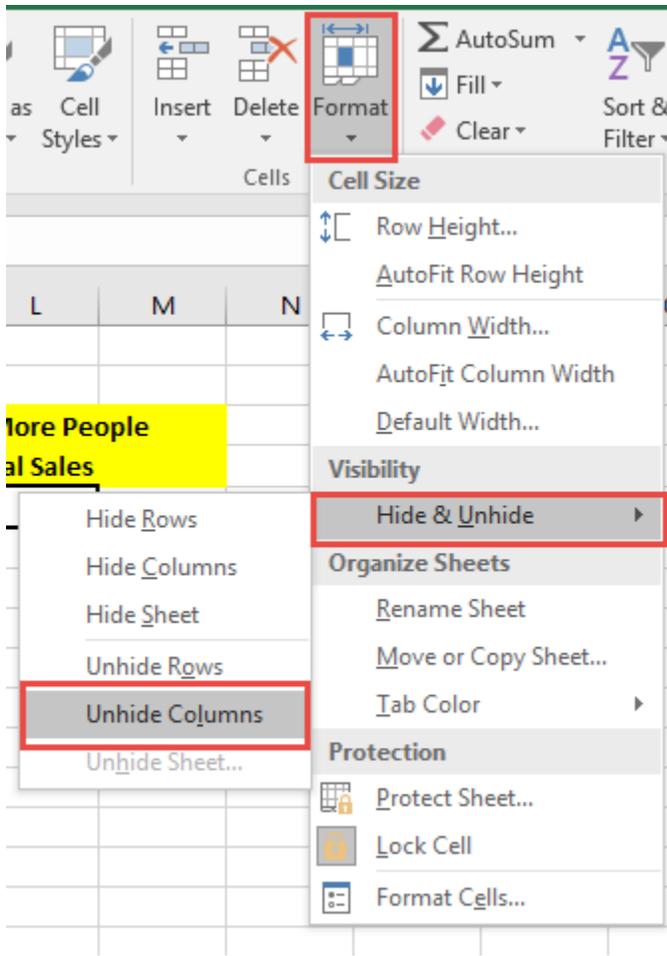
1. Make sure you are on the “Trail Booking” worksheet. **Select** columns by pointing your cursor on **B** until it turns to an arrow, then click and drag across to **E** while holding down your left mouse.

Month	Full Name (Last, First)	Group
January	Crisp, Coco	
February	Wrap, Suran	
March	Shortcake, Strawberry	
January	Dandy, Handy	

2. With the **Home** tab selected, click **Format** in the Cells group.



3. Select **Hide & Unhide > Unhide Columns**.



4. Now columns **C and D** should now appear in the worksheet.



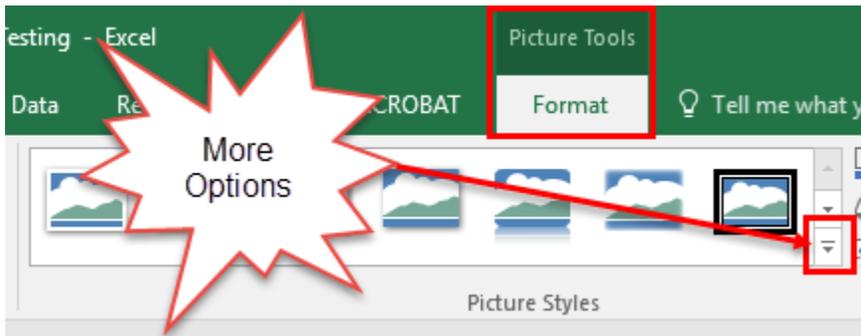
Task 27	On the "Trail Booking" worksheet, add a Snip Diagonal Corner, White picture style to the Family Hiking in cell E3.
---------	--

1. Make sure you are on the "Trail Booking" worksheet.

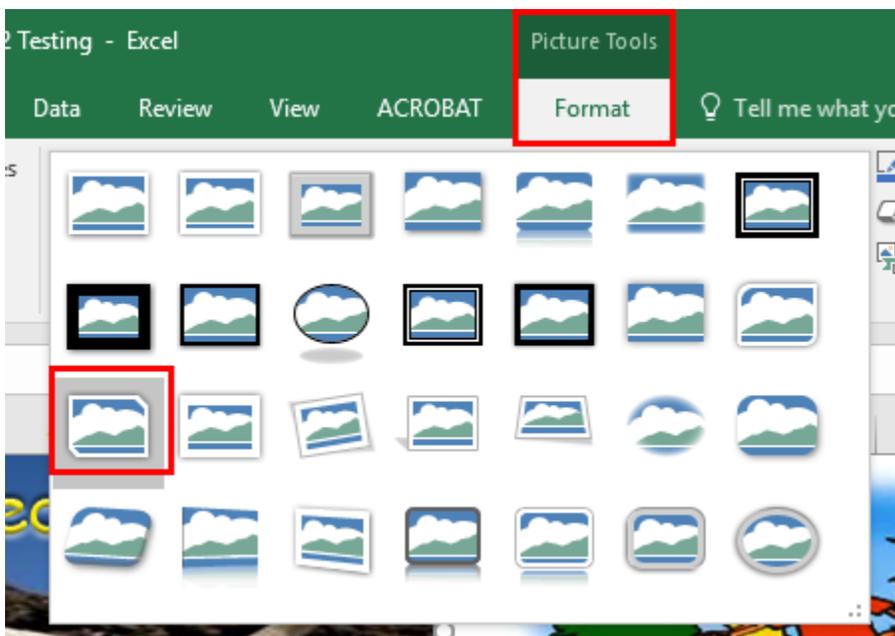
2. Click on the **Family Hiking** picture to select it.



1. With the **Picture Tools** Format tab selected, click the drop-down arrow at the bottom right of the Picture Styles group to see more options.



2. Select the **Snip Diagonal Corner White** Picture Style from the Picture Styles gallery.

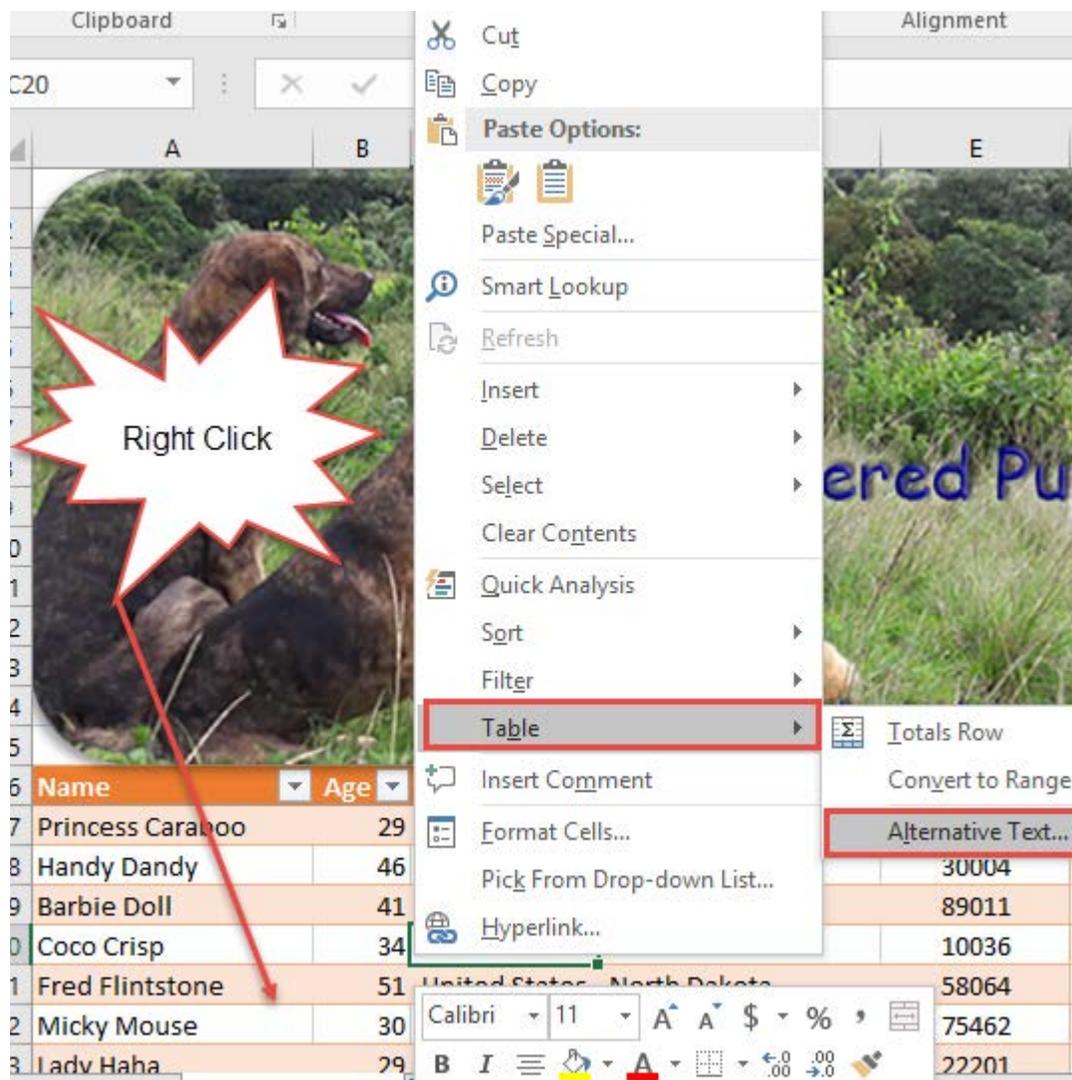


Your picture should now look like this:

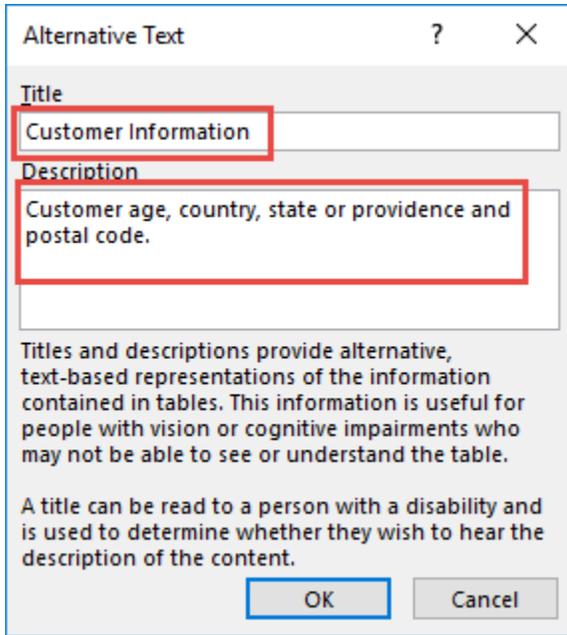


Task 28	On the “Customer Info” worksheet, add an alternative text title “Customers Information” to the table and the description “Customer age, country, state or providence and postal code.”
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1. Make sure you are on the “Customer Info” worksheet. **Right click** on the table and select **Table > Alternative Text** to open the Alternative Text dialog box.



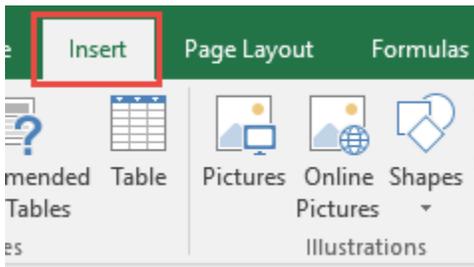
2. At the **Alternative Text** dialog box, type "Customer Information" in the Title text box and the **description** "Customer age, country, state or providence and postal code."



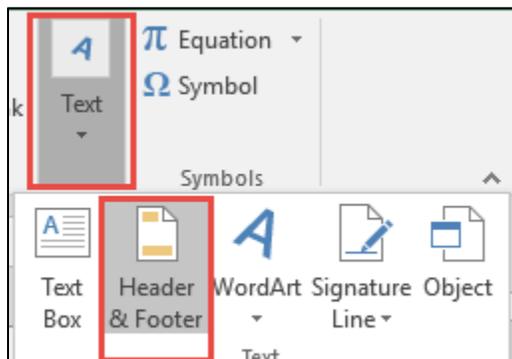
3. Click **OK** to add the Alternative Text to the table.

Task 29	On the “Trail Bookings” worksheet, insert the header “Trail Bookings” on the left side of the page.
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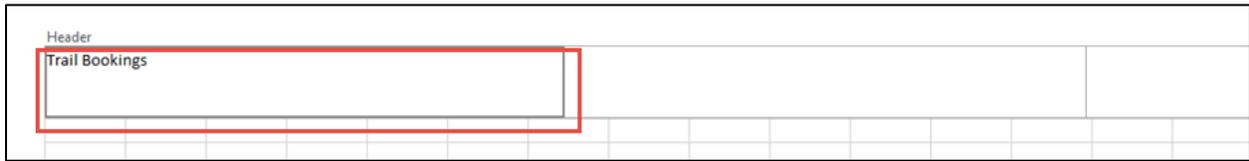
1. Make sure you are on the “Trail Bookings” worksheet.



2. With the **Insert** tab selected, In the Text group click **Header & Footer**.

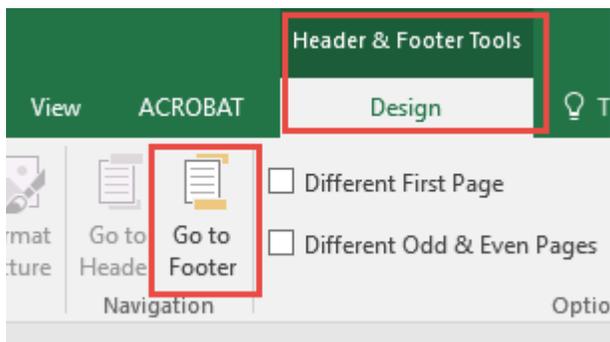


3. In the left Header box type “Trail Bookings”.

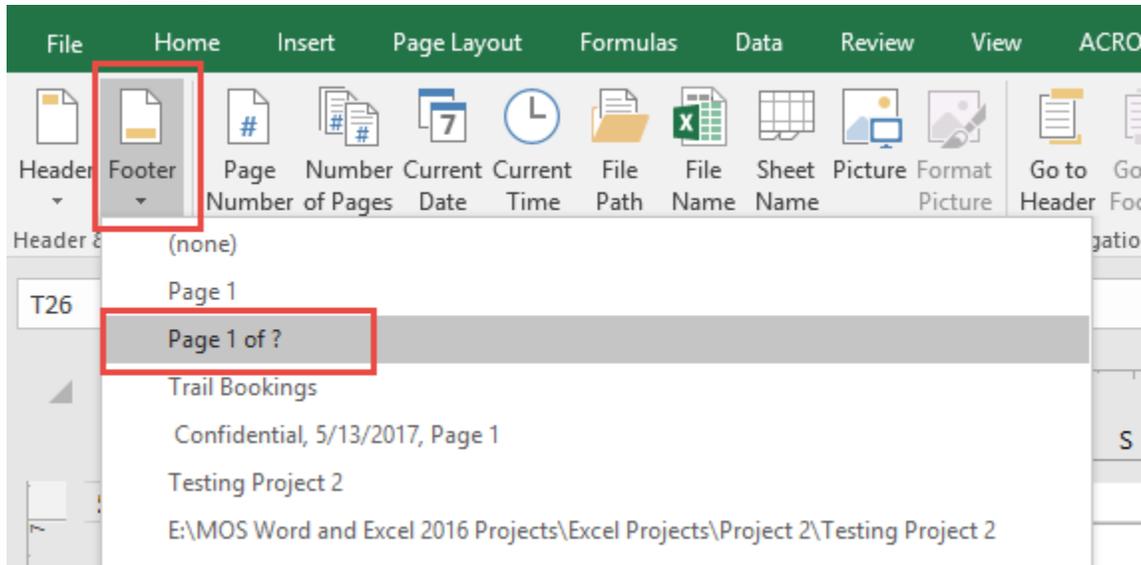


Task 30	Insert page numberings in the center of the footer on the “Trail Bookings” worksheet using the format “Page 1 of ?”
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1. With the Header & Footer Tools **Design** tab selected, click **Go to Footer**.



2. Click the center Footer box.



3. Click the **Footer** drop-down arrow and select “Page 1 of ?”.

4. **Save** your document with the name Project 2 Pampered Pups Dog Trail Adventures.