EXCEL PROJECT 2 PAMPERED PUPS DOG TRAIL ADVENTURES

Created by Janann Nicholson Bonnie Roberto: Co-Creator

Excel Project 2 – Pampered Pups Dog Trail Adventures

Instructions

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

Overview

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, <u>Pampered Pups Dog Trail Adventures</u>, 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.

- Double click on the tab <u>Sheet1</u> at the bottom of the worksheet then type "<u>Trail</u> <u>Bookings</u>" 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.

Febrivery		-				
M		Move or Copy		The	me Colors	
Right	Q:	<u>V</u> iew Code	1			
		Protect Sheet				
		<u>T</u> ab Color	۶.	11		_
k LCJ Juary		<u>H</u> ide				-
March		<u>U</u> nhide		Stan	dard Colors	
VA January Trail Booking	us	Select All Sheets			<u>N</u> o Color	
	-			<	More Colors	_

Your worksheet tab should now look like this:



Task 2Rename Sheet 2 "Customer Info". Color the tab Standard
Red.

- 1. **Double click** on the tab <u>Sheet2</u> at the bottom of the worksheet then type "<u>Customer</u> <u>Info</u>" 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.



Created by Janann Nicholson Bonnie Roberto: Co-Creator Your worksheet tab should now look like this:



A:H to automatically fit the largest entry.

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

A	4	: × 🗸	f _x						
	A -	В	С	D	E	F	G	Н	I
4		3		THE REAL	-				
5			- ter	Jan B	Mar .	1	and the state		
6	Alter Party			The second	60		200		
7		Carto A			and the				
8			og ir		ventu	ires	Carlor Carlo		
10	Dog Trail	Month	CustomerFirst	Customeriasti	Full Name (La	Group Size	Der Derson	Total	
11	CAPE HORN TE	lanuary	Coco	Crisp	run nume (cu	7	\$600.00	Total	
12		February	Suran	Wrap		5	\$600.00		
13		March	Strawberry	Shortcake		10	\$600.00		
14	BLUEBELL ISLA	January	Handy	Dandy		5	\$200.00		
15		February	Chips	Ahoy		9	\$200.00		
16		March	Rice	Crispy		7	\$200.00		
17	WASHINGTON	January	Barbie	Doll		3	\$450.00		
18		February	Sand	Man		5	\$450.00		
19		March	Salad	Dish		12	\$450.00		
20	DEEP CREEK LC	January	Fred	Flintstone		25	\$110.00		
21		February	Micky	Mouse		18	\$110.00		
22		March	Sponge	Bob		16	\$110.00		
23	ANTELOPE VA	January	Iron	Man		7	\$375.00		
24		February	Desert	Rose		32	\$375.00		

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

Delete	Format	∑ AutoSum ▼ ↓ Fill ▼ ♦ Clear ▼	ZT P Sort & Find & Filter • Select					
Cells	Cell Si	ze						
	Ç∏ Ro							
м	<u>A</u>							
IVI	<u> </u>	_						
	A	AutoF <u>i</u> t Column Width						
	D							
	Visibili	Visibility						
	Н	ide & <u>U</u> nhide	- F					
	Organ	ize Sheets						
	<u>R</u> e	ename Sheet						
	M	ove or Copy Sheet.						
	<u>T</u> a	ab Color	•					
	Protec	tion						
	E Pr	Protect Sheet						
		ock Cell						
	E Fo	ormat C <u>e</u> lls						

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 Persor	Total
	1	C	Calen		7	4600.00	
	· · · · · · · · · · · · · · · · · · ·						
	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

Tack 4	In H11:H28 of the "Trail Bookings" worksheet, enter a
IdSK 4	formula that will return the total cost of the group price.

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

F	G	Н
Group Size	Per Person	Total
7	600	=F11*G11
5	600	
10	600	

2. Press the **Enter** key on the keyboard to place the value in the cell.



3. To place the formula in the remainder of the cells, H12:H28, place your cursor in the bottom right corner of cell <u>H11</u> until it turns to a **plus sign**. Then **drag** down to cell <u>H28</u> to AutoFill the remainder of the cells.

	G	Н	1
ize	Per Person	Total	
7	\$600.00	\$4,200.0 <u>0</u>	
5	\$600.00	_	-
10	\$600.00	1	
5	\$200 00	\mathbf{N}	
9	\$200		
7	\$2	AutoFill >	
3	\$450.		
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		Ļ

Your worksheet should now look like this:

F	G	Н	
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	

On the "Trail Bookings" worksheet, insert the "Family Hiking"Task 5jpg 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.



Created by Janann Nicholson Bonnie Roberto: Co-Creator With the Insert tab selected, click Pictures in the Illustrations group to open the Insert Picture dialog box. Navigate to your <u>Excel Project 2 folder</u> and select the Family Hiking jpg file, then click Insert to insert it in cell <u>E1</u> 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%**.

	Picture Tools	
ACROBAT	Format Q Tell me w	
Color Artist	Change Picture *	
Color Satur	ation t	yb
	ARE ARE ARE ARE ARE A	
Color Tone		
1	ARE ARE ARE ARE ARE ARE	
Recolor		æ
×	e 🛲 🛲 🐜 + 🐜 🚛 🕯	
-	and and and and and and	E
	2 3382 3382 3382 3382 3382 3382 3	er
🚷 More V	'ariations	5
Maget Trai	nsparent Color	\$
Picture	<u>C</u> olor Options	\$

Task 6In 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).

1. The formula you will use is the **CONCATENATE** function. The <u>CONCATENATE</u> function in Excel joins two or more text strings into one. Click in cell <u>E11</u>.

A	A	В	C	D	E	F
1 2 3 4 5 6		amp	ered Pup	o's	ZŌE	
7 8 9 10	Dog Trail	Tra	Ladven	tures	Full Name (Last, Firs	Group
11	CAPE HORN TRAIL	January	Сосо	Crisp		1
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 <u>CONCATENATE</u> in the Search for function text box, then click **Go**. Select the **CONATENATE** function in the list of functions provided, then click **OK**.



Created by Janann Nicholson Bonnie Roberto: Co-Creator 4. At the Function Arguments dialog box, for <u>Text1</u> you want the **CustomerLastName**, which is located in cell **D11**. Click the <u>arrow</u> at the end of Text1 text box.

Function Arguments	?	\times
CONCATENATE Text1 Text2	text	
Joins several text strings into	= one text string. Text1: text1,text2, are 1 to 255 text strings to be joined into a sing string and can be text strings, numbers, or single-cell referen	gle text nces.
Formula result = <u>Help on this function</u>	OK Car	ncel

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



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

	-		
Function Arguments	?	X	
D11			

7. For <u>Text2</u> you want to add the **comma** and **space**. In Excel you would do this by using <u>quotation marks</u>. For Text2 type ", " inside the text2 text box (**quotation mark-comma-space-quotation mark**).



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

Function Arguments		?	\times
CONCATENATE			
Text1 D11	= "Crisp"		
Text2 , -	± = 7,1		
Text3	★ = text		
Joins several text strings into one te	= "Crisp, " xt string.		
lex	t2: text1,text2, are 1 to 255 text strings to be joined i string and can be text strings, numbers, or single-c	nto a sini cell refere	gle text nces.
Formula result = Crisp,			
Help on this function	ОК	Car	ncel

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

	A	В	с	D	E	
1	-dear D		and Pur	de la	Jue	
3		Sep			3.025	~
4			THE REAL PROPERTY AND		5 Mars	N.
5			- 2 10		2 million	
6	The second second second			A REAL PROPERTY.		<u>41</u>
7	FILE FILE FILE	unction Arg	juments			?
8		1				
9				The second second		
10	Dog Trail	Month	CustomerFirstName	CustomerLastName	Full Name (Last, First)	Gr
11	CAPE HORN TRAIL	January	Сосо	Crisp	ATE(D11,", ",C11)	
12		February	Suran	Wrap		Ĩ.

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

		Y
Function Arguments	?	×
C11		
		Constanting of the

Function A	rgumen	ts							?	×
CONCATEN	ATE									
	Text1	D11		Ť	=	"Crisp"				
	Text2	77		<u>↑</u>	=	7,7				
	Text3	C11		Ť	=	"Coco"				
	Text4			T	=	техт				
					=	Crisp, Coo	o"			
Joins severa	l text str	ings into one text	string.							
		Text3	text1,text2, string and ca	are 1 n be t	to 2 text	55 text stri strings, nu	ngs to be jo mbers, or si	ined in ngle-ce	to a sing Il refere	gle text nces.
Formula res	ult = Ci	risp, Coco								
Help on this	s functio	n					Ok	(Car	ncel

Your Function Arguments dialog box should look like this:

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

CustomerFirstNar	meCustomerLastNan	e Full Name (Las	t, Firs	Group Siz	e Per
Сосо	Crisp	Crisp, Coco		7	\$
/ Suran	Wrap			5	\$
Strawberry	Shortcake			10	\$

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



tName CustomerLastName Full Name (Last, Firs Group Size Per Person Crisp, Coco \$600.00 Crisp 7 Wrap, Suran 5 \$600.00 Wrap Shortcake Shortcake, Strawberr 10 \$600.00 \$200.00 Dandy, Handy 5 Dandy Ahoy, Chips 9 \$200.00 Ahoy Crispy, Rice 7 \$200.00 Crispy Doll, Barbie 3 \$450.00 Doll Man Man, Sand 5 \$450.00 \$450.00 Dish Dish, Salad 12 Flintstone, Fred 25 \$110.00 Flintstone Mouse, Micky 18 \$110.00 Mouse \$110.00 Bob Bob, Sponge 16 Man Man, Iron 7 \$375.00 Rose Rose, Desert 32 \$375.00 Caraboo, Princess 14 \$375.00 Caraboo Harper, Alan 16 \$275.00 Harper 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 <u>Column C</u> until it turns to an arrow, then **drag** across to <u>D</u> while holding down your left mouse.

B	Adven	tures	E
/lonth	CustomerFirstName	CustomerLastNam	Full Name (Last, F
anuary	Сосо	Crisp	Crisp, Coco
ebruary	Suran	Wrap	Wrap, Suran
/larch	Strawberry	Shortcake	Shortcake, Strawb
anuary	Handy	Dandy	Dandy, Handy
ebruary	Chips	Ahoy	Ahoy, Chips
/larch	Rice	Crispy	Crispy, Rice
anuary	Barbie	Doll	Doll, Barbie
ebruary	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.

s Cell Insert Delete Styles v v	► AutoSum ★ ArtoSum ★ ArtoSum ★ Clear ★ Sort 8
Cells	Cell Size
	C Row <u>H</u> eight
L M	AutoFit Row Height
	AutoFit Column Width
	Visibility
Hide <u>R</u> ows	Hide & <u>U</u> nhide ►
Hide <u>R</u> ows Hide <u>C</u> olumns	Hide & <u>U</u> nhide Organize Sheets
Hide <u>R</u> ows Hide <u>C</u> olumns Hide <u>S</u> heet	Hide & Unhide Organize Sheets <u>R</u> ename Sheet
Hide <u>R</u> ows Hide <u>C</u> olumns Hide <u>S</u> heet Unhide R <u>o</u> ws	Hide & Unhide Organize Sheets <u>R</u> ename Sheet <u>M</u> ove or Copy Sheet
Hide <u>C</u> olumns Hide <u>C</u> olumns Hide <u>S</u> heet Unhide R <u>o</u> ws Unhide Co <u>l</u> umns	Hide & Unhide Organize Sheets Rename Sheet Move or Copy Sheet Tab Color
Hide <u>R</u> ows Hide <u>C</u> olumns Hide <u>S</u> heet Unhide R <u>o</u> ws Unhide Co <u>l</u> umns Un <u>h</u> ide Sheet	Hide & Unhide Organize Sheets Rename Sheet Move or Copy Sheet Tab Color ▶ Protection
Hide <u>R</u> ows Hide <u>C</u> olumns Hide <u>S</u> heet Unhide R <u>o</u> ws Unhide Co <u>l</u> umns Un <u>h</u> ide Sheet	Hide & Unhide Image: Comparison of Compa
Hide <u>C</u> olumns Hide <u>C</u> olumns Unhide R <u>o</u> ws Unhide Co <u>l</u> umns Un <u>h</u> ide Sheet	Hide & Unhide ▶ Organize Sheets

Now columns are hidden in the worksheet.



In cell L5 on the Trail Bookings" worksheet, insert a functionTask 8 that calculates the number of groups containing 12 or more people even if the order of the rows is changed.

FYI: The function you will use for this is the SUMIF. You use the SUMIF function to sum the values in a range that meet criteria that you specify. The criteria is the number of groups containing 12 or more people. In other words, you want to sum only the values of groups containing 12 or more people.

1. Place your cursor in cell **L5** of the "<u>Trail Bookings</u>" worksheet.



Click **fx** on the formula bar to open the Insert Function dialog box At the Insert Function dialog box, type <u>SUMIF</u> in the Search for function text box, then click **Go**. Select the **SUMIF** function in the list of functions provided, then click **OK**. The range of cells you want Excel to look at are F11:F28. The criteria are >=12.

Created by Janann Nicholson Bonnie Roberto: Co-Creator

Insert Function		?	×
Search for a function: SUMIF Or select a <u>c</u> ategory: Recommended	V		<u>G</u> o
SUMIF SUMIFS SUM VLOOKUP OR IF			Ŷ
SUMIF(range,criteria,sum_range) Adds the cells specified by a given condition	or criteria.		
Help on this function	ОК	(Cancel

- 2. Click the **arrow** at the end of the <u>Range</u> text box.
- 3. Select F11:F28.
- 4. Click the **arrow** again to return to the function Arguments dialog box.

SUMIF Range F11:F28 Criteria >=12 Sum_range 1 reference
Range F11:F28 1 = {7;5;10;5;9;7;3;5;12;25;18;16;7;32;14;16 Criteria >=12 1 = reference Sum_range 1 = reference
Criteria >=12 1 Sum_range 1 =
Sum_range
= Adds the cells specified by a given condition or criteria.
Criteria is the condition or criteria in the form of a number, expression, or text that defines which cells will be added.
Formula result =
Help on this function OK Cancel

5. Click inside the **Criteria** text box and type >=12.

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

12 0	or More Pe	ople	
T	otal Sales		
	133		

The formula in the formula bar shows the function.



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



Your picture should now look like this:

Created by Janann Nicholson Bonnie Roberto: Co-Creator



Beginning at cell A16 of the "Customer Info" worksheet, Task import the data from the comma-delimited source file, "Age and Place.txt" located in the Excel Project 2 folder.

1. Place your cursor in cell <u>A16</u> of the "Customer Info" worksheet.



10

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



Created by Janann Nicholson Bonnie Roberto: Co-Creator

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

Import Text File	:	×
\leftarrow \rightarrow \checkmark \uparrow \checkmark excel Projects \Rightarrow Project 2 \Rightarrow Project 2 \checkmark \checkmark	Search Project 2	
Organize 🔻 New folder	Hee 🕶 💷 💡	
DVD 1 Installer F 🔨 Name D	Date modified Type	
DVD 2 Vector Art Age and Place 4/	/16/2017 6:11 AM Text Document	
DVD 3 Backgrou		
📙 Facebook Heade		
Glades Gas		
📙 Ken's Guest Boo		
Lesson Plans		
Microsoft Office		
MOS Certificatio		
MOS Lesson Pla		
MOS Word and I		
Nicholsons Less		
		>
File name: Age and Place ~	✓ Text Files ✓	
Tools 🔻	Import Cancel	

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

Text Import Wizard - Step 1 of 3	?	\times
The Text Wizard has determined that your data is Delimited.		
If this is correct, choose Next, or choose the data type that best describes your data.		
Original data type		
Choose the file type that best describes your data:		
Delimited - Characters such as commas or tabs separate each field.		
Fixed width - Fields are aligned in columns with spaces between each field.		

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

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

Text Import Wizard - Step 3 of	F 3			?	×
This screen lets you select each Column data format	ip)	in and set the Data F 'General' converts nu all remaining values	format. umeric values to numbers, to text. <u>A</u> dvanced	date values to	dates, and
General Name Coco Crisp Suran Wrap Strawberry Shortcake Handy Dandy K	Gener Age 34 51 39 46	General Country United States United States Canada United States	General StateOrProvidence New York Virginia Quebec Georgia	General PostalCode 10036 22314 H7C 30004	* * *
		Cancel	< <u>B</u> ack	lext >	<u>F</u> inish

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

Impor	t Data		?	\times	
Select	how you want to Table PivotTable R PivotChart Only Create do you want to Existing workshe	view this data in Report Connection put the data? ret:	your wo	orkbook.	
	=\$A\$16		Ť		
○ <u>N</u> ew worksheet					
Add this data to the Data Model					
Properties OK Cancel					

Your worksheet should now look like this:

				log Irai	Adv	<i>vent</i>	ur
	Name	Age	Country	StateOrProvidence	PostalCode	2	
	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	ROE		
i	Salad Dish	- 34	Canada	Alberta	TOC		
	Fred Flintstone	51	United States	North Dakota	58064		
1	Micky Mouse	- 30	United States	Texas	75462		
	Sponge Bob	43	Canada	Nova Scotia	B1A		
I	Iron Man	- 27	Canada	New Brunswick	E3N		
I	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	SOE		
	Lady Haha	- 29	United States	Virginia	22201		

Task	On the "Customer Info" worksheet, create a table from the cell
11	range A16:E34. Include row 16 as headers.

1. **Select** the cell range <u>A16:E34</u> by **dragging** over it while holding down your left mouse.

Ag	ge_and * :		X V	Jx Name		
	A	в	С	D	E	F
4	A CAN DE LA CAN	5	Main Providence		1	2.2.2
5	A Marine C	8.3				1.41
6		2	-	A Mail Such		
7	1/4				1. 1. 1. 1. 1.	100
8	1000	1	A.	Pamp	ered	Pu
9		1000			18 8 4 1 M	Bal
10		-	A HILL	188. 200	an these	32%
11		100	I AGA			SE/
12	14.	. 27	LA REST	STATE -	COSSO.	W18
13		-	E 25.72		A Second	N
14		de la	A REEL	Dog Trai	Adu	ien
10	Name	0.00	Country	State Or Drawidson	DestalCard	CIII
10	Name Coop Crisp	Age 34	Loundy United States	StateOrProvidence New York	10036	
10	Suran Wran	51	United States	Virginia	22314	
19	Strawberru Shortcake	39	Canada	Quebec	H7C	
20	Handy Dandy	46	United States	Georgia	30004	
21	Chips Ahov	34	Canada	Alberta	T7S	
22	Rice Crispy	25	Canada	Ontario	L6A	
23	Barbie Doll	41	United States	Nevada	89011	
24	Sand Man	25	Canada	Manitoba	ROE	
25	Salad Dish	34	Canada	Alberta	TOC	
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	
29	Iron Man	- 27	Canada	New Brunswick	E3N	
- 30	Desert Rose	37	United States	Washington	98104	
- 31	Princess Caraboo	- 29	United States	Florida	33430	
32	Alan Harper	37	Canada	Quebec	H7G	
- 33	Captain America	61	Canada	Saskatchewan	SOE	
- 34	Lady Haha	- 29	United States	Virginia	22201	
35						

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**.

C	reate Table	?	×	
Where is the data for your table?				
	My table has headers			
	ОК	Ca	incel	

You will then see the prompt below:

Microsof	t Excel		×
1	Your selection overlaps one or more external dat	a ranges. Do you v	vant to convert the selection to a table and remove all external connections?
		Yes	No

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.

		10.00 10	MANY CAL	I THUT THE	ventures	2
	Name 💌	Age 😁	Country 💌	StateOrProvidence 😁	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	
2	Rice Crispy	25	Canada	Ontario	L6A	
3	Barbie Doll	41	United States	Nevada	89011	
ł	Sand Man	25	Canada	Manitoba	ROE	
5	Salad Dish	34	Canada	Alberta	TOC	
3	Fred Flintstone	51	United States	North Dakota	58064	
,	Micky Mouse	30	United States	Texas	75462	
3	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	
2	Alan Harper	37	Canada	Quebec	H7G	
3	Captain America	61	Canada	Saskatchewan	SOE	
ł	Lady Haha	29	United States	Virginia	22201	
ĩ						

Task	On the "Trail Booking" worksheet in cell E11, create a
12	hyperlink to cell A17 on the "Customer Info" worksheet.

- 1. **Double click** on the "<u>Trail Booking</u>" tab at the bottom of the workbook to go to the "Trail Booking" worksheet.
- 2. Place your cursor in cell **<u>E11</u>**.



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.

Insert Hyperlin	¢		?	×
Link to:	Text to display: < <selection document="" in="">></selection>	S	creenTi	<u>p</u>
Existing File or Web Page	Type the c <u>e</u> ll reference: A17 Or select a pla <u>c</u> e in this document:			
Pl <u>a</u> ce in This Document	Cell Reference Trail Bookings' Customer Info' Defined Names			
Create <u>N</u> ew Document	PostalCodes			
E- <u>m</u> ail Address	ОК		Can	cel

 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 "<u>Customer Info</u>" worksheet.

	Full Name (La	st, First)	Group Size	Per Person
Ι	Crisp, Coco		7	\$600.00
y	Wrap, Suran		5	\$600.00
	Shortcako Str	awborny	10	¢600.00

Task In the document properties, add "Pampered Pup Trail13 Adventures" as the company name.

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.



Droportios v	
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	2
Author	Janann Nicholson
	Add an author
Last Modified By	Janann Nicholson
Related Docum	nents
Open File Loca	ation
Show All Propertie	s

3. In the **Company** text box type" <u>Pampered Pup Trail Adventures</u>".

Properties *	
Size	220KB
Title	Add a title
Tags	Add a tag
Comments	Add comments
Template	
Status	Add text
Categories	Add a category
Subject	Specify the subject
Hyperlink Base	Add text
Company	Pampered Pup Trail Adventur
^{Company} Related Dates	Pampered Pup Trail Adventur
Company Related Dates Last Modified	Pampered Pup Trail Adventur Today, 5:50 AM
Company Related Dates Last Modified Created	Pampered Pup Trail Adventur Today, 5:50 AM 4/9/2017 8:39 AM
Company Related Dates Last Modified Created Last Printed	Pampered Pup Trail Adventur Today, 5:50 AM 4/9/2017 8:39 AM
Company Related Dates Last Modified Created Last Printed Related People	Pampered Pup Trail Adventur Today, 5:50 AM 4/9/2017 8:39 AM
Company Related Dates Last Modified Created Last Printed Related People Manager	Pampered Pup Trail Adventur Today, 5:50 AM 4/9/2017 8:39 AM Specify the manager
Company Related Dates Last Modified Created Last Printed Related People Manager Author	Pampered Pup Trail Adventur Today, 5:50 AM 4/9/2017 8:39 AM Specify the manager

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



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

1. Click the "<u>Customer Info</u>" 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**.

Picture Tools			•		_		0	Janan	n Nicholso	on 🗹
Format	♀ Tell me v	what you want	to do	5)		_		~		
		 Pictur Pictur Pictur Pictur 	e Border + e Effects + e Layout +	—_ В —— S =№ S	ring Fon end Bacl election	ward 👻 kward 👻 Pane	により 日前の 21 F	Align - Group - Rotate -	Crop	Height:
Picture Styles			F,	5		Arrange	21	Rotate <u>F</u>	<u>R</u> ight 90°	
								Rotate <u>L</u>	eft 90°	
I J K		MIN		Р	Q	В	14	Flip <u>V</u> ert	tical	
		~			_		.⊿⊾	Flip <u>H</u> or	izontal	
							-	<u>M</u> ore Ro	otation Opt	ions
	67		2							

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

F	ormat Picture	~	×
	Size		
	H <u>e</u> ight	2.94"	÷
	Wi <u>d</u> th	3.53"	÷
	Ro <u>t</u> ation	0°	÷
	Scale <u>H</u> eight	100%	÷
	Scale <u>W</u> idth	100%	÷
	✓ Lock <u>a</u> spect ratio		
	<u>R</u> elative to original pict	ure size	
	Original size		
	Height: 2.94" Width: Re <u>s</u> et	3.51"	

Your picture should now look like this:



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

Created by Janann Nicholson Bonnie Roberto: Co-Creator

Task	Configure the "Customer Info" worksheet so that row 16 and
15	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 <u>below</u> the row you want to freeze, in this case <u>row 17</u>.
- 2. **Select** row <u>17</u> on the "<u>Customer Info</u>" worksheet by placing your cursor to the left of row 17 until an arrow appears, then click <u>once</u> to select the row.

15		26.4	10		CK INCII A	101	ventur	C	S	
16	Name 🔽	Age	-	Country 🗾 💌	StateOrProvidence	-	PostalCode	-		
+>	Coco Crisp		34	United States	New York		10036			
18	Suran Wrap		51	United States	Virginia		22314			
10	Strawborny Shortcako		20	Canada	Quebec		U7C			

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

View	ACROBAT	Design	♀ Tell m	e what you want to do) -
Zoom to Selection	New Arran Window All	ge Freeze Panes •	Split Hide Unhide	CO View Side by Side CI Synchronous Scrolling CO Reset Window Position	Switch Windows
			<u>Freeze Pan</u> Keep rows a the workshe	es and columns visible while the eet scrolls (based on current se	rest of election).
	E		Freeze Top Keep the to the rest of t	• <u>R</u> ow p row visible while scrolling th he worksheet.	rough
			Freeze Firs Keep the fir through the	t <u>Column</u> st column visible while scrollir e rest of the worksheet.	ng
Sec. Phys.	10 1.	RUSS STR			

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

15		10.201		or irali Aa	ventur
16	Name 💌	Age 💌	Country 🗾 💌	StateOrProvidence	PostalCode
23	Barbie Doll	41	United States	Nevada	89011
24	Sand Man	25	Canada	Manitoba	ROE
25	Salad Dish	34	Canada	Alberta	TOC
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

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

1. On the "<u>Customer Info</u>" worksheet, place your cursor in cell <u>B36</u>.



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

:	×	~	f_x		
	в	1.7	c	D	

- 3. At the Insert Function dialog box, type <u>AVERAGE</u> 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.

Insert Function	?	×
Search for a function: AVERAGE Or select a category: Recommended	-	<u>G</u> 0
AVERAGE AVERAGE AVERAGEIF AVERAGEIFS AVERAGEA DAVERAGE Z.TEST DCOUNTA AVERAGE(number1,number2,) Returns the average (arithmetic mean) of its arguments, which numbers or names, arrays, or references that contain numbers	can	¢ be
Help on this function OK		Cancel

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

Function Arguments	?	×					
AVERAGE Number1 B17:B34 Number2 * (34;51;39;46;34;25;41;25;34;57) * number	1;30;43;2	;					
= 37.38888889 Returns the average (arithmetic mean) of its arguments, which can be numbers or names, arrays, or references that contain numbers.							
Number1: number1,number2, are 1 to 255 numeric arguments for the average.	which yo	ou want					
Formula result = 37.38888889							
Help on this function OK	Car	ncel					

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

35		
36	Average Age	37.389
37		

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

Nu	mł	ber			Ŧ
\$	Ŧ	%	,	€0 .00	.00. →.0
		Nun	nber		G.

Your number should now look like this:

			_
35			
36	Average Age	37	
77			

Task	Move the "Customer Info" worksheet before the "Trail
17	Bookings" worksheet.

 Place your cursor on the "<u>Customer Info</u>" worksheet and while holding down the left mouse, drag it in front of the "<u>Trail Bookings</u>" worksheet.



Your workbook should now look like this:



Tack	Navigate to the named range "PostalCodes" in the "Customer
105K	Info" worksheet, and remove the contents of the selected
10	cells.

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

PostalCodes	:	\times	\checkmark	$f_{\mathcal{K}}$		
A A		в		с	D	

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	ROE
Alberta	TOC
North Da	58064
Texas	75462
Nova Scc	B1A
New Bru	E3N
Washing	98104
Florida	33430
Quebec	H7G
Saskatch	SOE
Virginia	22201

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

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

- 1. Click the "<u>Trail Bookings</u>" 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 <u>arrow</u> at the far right of the *Rows to repeat at top* on the left.

Page Setup			?	×						
Page Margins Header/Footer	Sheet									
Print <u>a</u> rea: Print titles			F	Ť						
<u>C</u> olumns to repeat at left:				Ť						
Print <u>G</u> ridlines <u>B</u> lack and white Draft <u>g</u> uality Row and column headings	Co <u>m</u> ments: Cell <u>e</u> rrors as:	(None) displayed		>						
Page order										
	<u>P</u> rint P	Print Previe <u>w</u>	<u>O</u> ptior	ıs						
		OK	Car	ncel						

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

Page Setup - Rows to repeat at top:	?	×
1		

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

8 9	Dog	Ira	-				
101	Dog Trail	Month	Full Name (Last, Firs	Group Size	Per Person	Total	
11	CAPE HORN TRAIL	January	Crisp, Coco	7	\$600.00	\$4,200.00	
12		February	Wrap, Suran	5	\$600.00	\$3,000.00	<u> </u>
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 <u>right</u> again.

Page Se	tup - Row	s to re	peat at	top:					?	×
\$10:\$10					 	 	 			

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.

Page Setup			?	×
Page Margins Header/Footer	Sheet			
Print <u>a</u> rea: Print titles				Ť
<u>R</u> ows to repeat at top: \$10:\$10				<u>↑</u>
<u>C</u> olumns to repeat at left:				<u>↑</u>
Print				_
<u>G</u> ridlines	Co <u>m</u> ments:	(None)		\sim
 Black and white Draft guality Row and column headings 	Cell <u>e</u> rrors as:	displayed		\sim
Page order Own, then over Over, then down				
	<u>P</u> rint P	rint Previe <u>w</u>	<u>O</u> ption	15
		ОК	Car	ncel

Task	On the "Customer Info" worksheet, apply Orange Table Style
20	Medium 3 to the table.

- 1. Click the "<u>Customer Info</u>" worksheet tab to go to the "**Customer Info**" worksheet.
- 2. Select the table by holding down your left mouse and dragging over cells A16:E34.

15		A A A		g Irail Ad	venture
16	Name 🔫	Age 🖛	Country 🔽	StateOrProvidence 🗾 😁	PostalCode 🛛 💌
17	Coco Crisp	34	United State:	New York	10036
18	Suran Wrap	51	United State	Virginia	22314
19	Strawberry Shortcake	: 39	Canada	Quebec	H7C
20	Handy Dandy	46	United State	Georgia	30004
21	Chips Ahoy	34	Canada	Alberta	T7S
22	Rice Crispy	25	Canada	Ontario	L6A
23	Barbie Doll	41	United State:	Nevada	89011
24	Sand Man	25	Canada	Manitoba	ROE
25	Salad Dish	34	Canada	Alberta	TOC
26	Fred Flintstone	51	United State	North Dakota	58064
27	Micky Mouse	30	United State:	Texas	75462
28	Sponge Bob	43	Canada	Nova Scotia	B1A
29	Iron Man	27	Canada	New Brunswick	E3N
30	Desert Rose	37	United State	Washington	98104
31	Princess Caraboo	29	United State	Florida	33430
32	Alan Harper	37	Canada	Quebec	H7G
33	Captain America	61	Canada	Saskatchewan	SOE
34	Lady Haha	29	United State	Virginia	22201
35					

3. With the Table Tools **Design** tab selected, in the Table Styles group, click the bottom right dropdown arrow to display more options

	Table Tools							
ACROBAT	Design	♀ Tell me						
✓ Header	Row 🗌 First	Column						
d0 – –	_				-			
						• •		
						Ŧ		
Table Styles								

4. 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:

5		16.2		MARY LOC	or Iraii Aa	ventur
6	Name 👻	Age	*	Country 🔄 😁	StateOrProvidence	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
0	Handy Dandy		46	United State	Georgia	30004
1	Chips Ahoy		34	Canada	Alberta	T7S
2	Rice Crispy		25	Canada	Ontario	L6A
13	Barbie Doll		41	United State	Nevada	89011
4	Sand Man		25	Canada	Manitoba	ROE
25	Salad Dish		34	Canada	Alberta	TOC
!6	Fred Flintstone		51	United State	North Dakota	58064
27	Micky Mouse		30	United State	Texas	75462
8	Sponge Bob		43	Canada	Nova Scotia	B1A
9	Iron Man		27	Canada	New Brunswick	E3N
0	Desert Rose		37	United State	Washington	98104
1	Princess Caraboo		29	United State	Florida	33430
2	Alan Harper		37	Canada	Quebec	H7G
3	Captain America		61	Canada	Saskatchewan	SOE
4	Lady Haha		29	United State	Virginia	22201
5						

Task Modify print settings of the "Trail Bookings" worksheet toprint all columns on a single page in landscape orientation.

- 1. Make sure you are on the "<u>Trail Bookings</u>" worksheet.
- 2. Click the File tab and select Print.



${ { \bise $	
Info	
New	
Open	
Save	
Save As	
Save as Adobe PDF	
Print	
Share	

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

	Prii	nt	
	Pri	Copies: 1	
	Print	er 🔍	*
	50	WF-4630 Series(Network) Ready	
		Printer Properties	
	Setti	ngs	
		Print Active Sheets Only print the active she	
	Pages:	to 🗘	
		Print One Sided Only print on one side of	
		Collated • • • • • • • • • • • • • • • • • • •	
+		Landscape Orientation 🛛 👻	
		Letter (8 1/2 x 11 in) 8.5" x 11"	
		Normal Margins	
+	⇒≛€	Fit Sheet on One Page Shrink the printout so th	
		Page Setup	•

4. Click the **<u>Back arrow</u>** to return to the worksheet.



	On the "Customer Info" worksheet, sort the table to order
	the records by the "Country" field, with the customers in the
Tack	United States first and customers in Canada second. Then
I dSK	sort the customers in each country alphabetically from A to Z
22	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 <u>Customer Info</u>" 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.



➤ AutoSum ▼ ↓ Fill ▼ Clear ▼	A Sort & Filter	Find & Select ▼
Edit	i⊉↓	Sort A to Z
	Á↓	S <u>o</u> rt Z to A
	↓ ↑	C <u>u</u> stom Sort
ι .	Y	<u>F</u> ilter
	*	<u>C</u> lear
	Te	Reappl <u>y</u>

- 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*).

Sort				?	×
⁺ A <u>A</u> dd Level X <u>D</u> elete Level	E Copy Level	ns	🗹 My da	ita has <u>h</u>	eaders
Column	Sort On	Order			
Sort by Country 🗸	Values 🗸	Z to A			\sim
			0.11	-	-
			OK	Can	icel

 Next you will sort the customers in each country alphabetically from <u>A to Z</u> by the "<u>StateOrProvidence</u>" field. In order to do this, you will need to add a level. Click the Add Level button, the select the "StateOrProvidence" field from the Sort by drop down list. Make sure the order is set to A to Z.

Sort					?	×
⁺ A↓ <u>A</u> dd Lev	el 🗙 <u>D</u> elete Level	E Copy Level	▼ <u>O</u> ptions	🗹 My dat	a has <u>h</u>	eaders
Column		Sort On	Order			
Sort by C	ountry 🗸	Values	V Z to A			\sim
Then by St	ateOrProvidence 🗸	Values	🗸 🖌 A to Z			\sim
				ОК	Can	icel

5. Finally, you will sort the customers in each state or providence in <u>ascending</u> order by the "<u>PostalCode</u>" 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).

Sort								?	\times
* <u>A</u> ↓ <u>A</u> dd I	Level	🗙 <u>D</u> elete Le	vel	E Copy Level	<u>O</u> ptio	ns	🗹 My da	ata has <u>h</u>	eaders
Column				Sort On		Order			
Sort by	Country	у	\sim	Values	\sim	Z to A			\sim
Then by	StateO	rProvidence	\sim	Values	\sim	A to Z			\sim
Then by	PostalC	ode	~	Values	~	A to Z			~
							OK	Can	cel

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

Name 🔫	Age	*	Country	44	StateOrProvidence	ΨÎ	PostalCode	ΨŤ
Princess Caraboo		29	United St	tate:	Florida		33430	
Handy Dandy		46	United St	tate	Georgia		30004	
Barbie Doll		41	United St	tate:	Nevada		89011	
Coco Crisp		34	United St	tate	New York		10036	
Fred Flintstone		51	United St	tate:	North Dakota		58064	
Micky Mouse		30	United St	tate	Texas		75462	
Lady Haha		29	United St	tate:	Virginia		22201	
Suran Wrap		51	United St	tate	Virginia		22314	
Desert Rose		37	United St	tate:	Washington		98104	
Salad Dish		34	Canada		Alberta		TOC	
Chips Ahoy		34	Canada		Alberta		T7S	
Sand Man		25	Canada		Manitoba		ROE	
Iron Man		27	Canada		New Brunswick		E3N	
Sponge Bob		43	Canada		Nova Scotia		B1A	
Rice Crispy		25	Canada		Ontario		L6A	
Strawberry Shortcake	E	39	Canada		Quebec		H7C	
Alan Harper		37	Canada		Quebec		H7G	
Captain America		61	Canada		Saskatchewan		SOE	

Your table should now look like this:

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.

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

		Table Tools		
	ACROBAT	Design	♀ Tell me	what you want to o
	✓ Header R	ow 🗌 Firs	t Column	✓ Filter Button
r	🗌 Total Row	/ 🗌 Las	t Column	
	🗹 Banded R	ows 🗌 Bar	nded Columns	5
		Table	Style Options	

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 "<u>Customer Info</u>" 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 <u>uncheck Lock aspect ratio</u>. If this is checked, you will <u>not</u> be able to resize to an exact width and height.
- 4. Change the Height to 2.5" and the Width to 3.25".

Format Picture	•	×
▲ Size		
H <u>e</u> ight	2.5"	С.
Wi <u>d</u> th	3.25"	\$
Rotation	0°	* *
Scale <u>H</u> eight	85%	÷
Scale <u>W</u> idth	93%	* *
Lock <u>a</u> spect ratio		
<u>R</u> elative to original pict	ure size	
Original size Height: 2.94" Width: Re <u>s</u> et	3.51"	
Properties		
Text Box		
Alt Text		

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



Tack	On the "Customer Info" worksheet, apply a Beveled Oval,
	Black picture style to the picture of the two black dogs
25	holding a leash on the right side of the page.

 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.

esting - Excel			Picture Tools	
Data Ra		CROBAT	Format	♀ Tell me what yo
	More Options		55	
	\sim	Pie	cture Styles	7

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

oject 2 -	Excel			Picture	Tools	
Data	Review	View	ACROBAT	Form	at	♀ Tell me what :
S STATE					1000	

Your picture should now look like this:

/		4		
1	5	1		
	0	X	. ()	

TaskOn the "Trail Booking" worksheet, unhide columns C and D.26

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



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



3. Select Hide & Unhide > Unhide Columns.

as Cell Insert * Styles * *	Cells	Format Cell Si Cell Si Cell A	AutoSum ▼ ■ Fill ▼ ■ Fill ▼ Clear ▼ I Size Row Height AutoFit Row Height Column Width AutoFit Column Width			
lore People		D	efault Width			
Hida Powe		H	ide & Unbide	•		
Hide <u>R</u> ows		Organ	ize Sheets			
Hide Column	S					
Hide <u>S</u> heet		Kename Sheet				
Unhide Rows		Move or Copy Sheet				
Unhide Co <u>l</u> ur	nns	Ţ	ab Color	- 1		
Unhide Sheet		Prote	ction			
	_	E Pr	rotect Sheet			
		<u>6</u> <u>L</u> o	ock Cell	-		
		Format C <u>e</u> lls				

4. Now columns **C and D** should now <u>appear</u> in the worksheet.





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.

2 Testing	- Excel			Picture	Tools		
Data	Review	View	ACROBAT	Form	at	🔉 Tell me w	/hat you
s					2		2 2 2
E	3						
	2						1 1
10				24			

Created by Janann Nicholson Bonnie Roberto: Co-Creator Your picture should now look like this:



	On the "Customer Info" worksheet, add an alternative text
Task	title "Customers Information" to the table and the
28	description "Customer age, country, state or providence and
	postal code."

 Make sure you are on the "<u>Customer Info</u>" 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 "<u>Customer Information</u>" in the Title text box and the **description** "<u>Customer age, country, state or providence and postal code</u>."

Alternative Text		?	×		
<u>T</u> itle	_				
Customer Information	1				
Description	_				
Customer age, country, state or providence and postal code.					
Titles and descriptions provide alternative, text-based representations of the information contained in tables. This information is useful for people with vision or cognitive impairments who may not be able to see or understand the table. A title can be read to a person with a disability and is used to determine whether they wish to hear the description of the content.					
	OK	Car	ncel		

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

Task	On the "Trail Bookings" worksheet, insert the header "Trail
29	Bookings" on the left side of the page.

1. Make sure you are on the "<u>Trail Bookings</u>" worksheet.



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



Created by Janann Nicholson Bonnie Roberto: Co-Creator 3. In the left Header box type <u>"Trail Bookings</u>".

Trail Bookings	Header						
	Trail Bookings			1			

「ask	Insert page numberings in the center of the footer on the
30	"Trail Bookings" worksheet using the format "Page 1 of ?"

1. With the Header & Footer Tools **Design** tab selected, click **Go to Footer**.

				Header & Footer Tools			
View ACROBAT				Design	Ωт		
				Different First Page			
mat	Go to	Go to	Г	Darres			
ture	Heade	Footer					
Navigation					Optio		

2. Click the <u>center</u> 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.