

# Excel Project 2 – Pampered Pups Dog Trail Adventures

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.

Task 1	Rename Sheet1 “Trail Bookings”. Color the tab Standard Blue.
Task 2	Rename Sheet2 “Customer Info”. Color the tab Standard Red.
Task 3	On the “Trail Bookings” worksheet, adjust all column widths A:H to automatically fit the largest entry.
Task 4	In H11:H28 of the “Trail Bookings” worksheet, enter a formula that will return the total cost of the group price.
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%.
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).
Task 7	On the Trail Bookings” worksheet, hide columns C and D.
Task 8	In cell L5 on the Trail Bookings” worksheet, insert a function that calculates the number of groups containing 12 or more people even if the order of the rows is changed.
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.
Task 10	Beginning at cell A16 of the “Customer Info” worksheet, import the data from the comma-delimited source file, “Age and Place.txt” located in the Excel Project 2 folder.
Task 11	On the “Customer Info” worksheet, create a table from the cell range A16:E34. Include row 16 as headers.
Task 12	On the “Trail Booking” worksheet in cell E11, create a hyperlink to cell A17 on the “Customer Info” worksheet.
Task 13	In the document properties, add “Pampered Pup Trail Adventures” as the company name.
Task 14	On the “Customer Info” worksheet, change the rotation of the image of the two black dogs with the leash to 0 degrees.
Task 15	Configure the “Customer Info” worksheet so that row 16 and the WordArt remain visible as you scroll vertically.
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.
Task 17	Move the “Customer Info” worksheet before the “Trail Bookings” worksheet.
Task 18	Navigate to the named range “PostalCodes” in the “Customer Info” worksheet, and remove the contents of the selected cells.
Task 19	Configure the “Trail Bookings” worksheet so 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.

Task 21	Modify print settings of the "Trail Bookings" worksheet to print all columns on a single page in landscape orientation.
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.
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.
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"
Task 25	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.
Task 26	On the "Trail Booking" worksheet, unhide columns C and D.
Task 27	On the "Trail Booking" worksheet, add a Snip Diagonal Corner, White picture style to the picture of the Family Hiking in cell E3.
Task 28	On the "Customer Info" worksheet, add alternative text title "Customers Information" to the table and the description "Customer age, country, state or providence and postal code."
Task 29	On the "Trail Bookings" worksheet, insert the header "Trail Bookings" on the left side of the page.
Task 30	Insert page numberings in the center of the footer on the "Trail Bookings" worksheet using the format "Page 1 of ?"