

Excel Project 1 – Pampered Pups Food and Treats

Overview: You are analyzing data for sales of your dog food and treats. You will create and modify charges for a report which shows the amounts and variety of products sold during a specific period of time.

Task 1	Modify the margins to 1.0" top and bottom, 0.5" on the left and right, with a 0.5" header and footer.
Task 2	Modify the cell formatting of cells A8:A14 to display text on two lines.
Task 3	Add a formula to cells E8:E14 that will sum the values of each product for the months of January, February, and March.
Task 4	Apply a number format to cells B8:E14 that will display the numbers in currency with two decimals.
Task 5	Configure the worksheet so that row 7 and the WordArt remain visible as you scroll vertically.
Task 6	On the "Pup Food" Worksheet in cells F8:F14, insert a Column Sparkline for each product for the months of January, February, and March.
Task 7	On the "Pup Food" Worksheet, use the data in the "Products" and "Total" Columns only to create a 2D Clustered Column chart. Position the new chart at the bottom of the data.
Task 8	On the "Pup Food" Worksheet edit the title of the chart to read "Total Number of Products Sold in January – March". Change the font size of the title to 12. Label the vertical axis "Gross Sales" and the horizontal axis "Products".
Task 9	On the "Pup Food" Worksheet, apply Style 3 and Monochromatic Color Palette 6 to the Column chart.
Task 10	Add a new worksheet named "Pup Treats" to the workbook.
Task 11	In cell A1 of the "Pup Treats" worksheet, insert the Pampered-Pup-Dog-Treats.jpg file located in your Excel Project 1 folder.
Task 12	Beginning at cell A7 of the "Pup Treats" worksheet, import the data from the comma-delimited source file, "Pup Treats.txt" located in the Excel Project 1 folder. Keep all other defaults.
Task 13	On the "Pup Treats" Worksheet, adjust the column width to 12 for columns B, C, D, and E.
Task 14	On the "Pup Treats" worksheet, add a formula to cells E8:E17 that will sum the values of each product for the months of January, February, and March. Use the function SUM.
Task 15	On the "Pup Treats" Worksheet, apply a number format to cells B8:E17 that will display the numbers in currency with two decimals.
Task 16	On the "Pup Treats" Worksheet, create a table from the cell range B7:E17. Include row 7 as headers.
Task 17	Add the Alternative Text Title to the "Pup Treats" table with the text title "Treats Gross Value for January – March".
Task 18	Apply the Orange Table Style Light 10 to the "Pup Treats" table.

Task 19	Configure the “Pup Treats” Worksheet so that row 7 and the WordArt remain visible as you scroll vertically.
Task 20	On the “Pup Treats” Worksheet, use the data in the “Products” and “Total” Column only to create a 3D Pie chart. Apply style 7 to the chart. Position the new chart to the right of the data.
Task 21	Unhide the “Discount” worksheet.
Task 22	Beginning at cell A8 of the “Discount” worksheet, import the data from the tab-delimited source file, “Pup Food Discount.txt” located in the Excel Project 1 folder.
Task 23	Beginning at cell A22 of the “Discount” worksheet, import the data from the comma-delimited source file, “Pup Treat Discount.txt” located in the Excel Project 1 folder.
Task 24	Adjust the widths of columns B, C, and D to “20” and format the numbers to appear as currency with 2 decimals.
Task 25	On the “Pup Food” worksheet, simultaneously replace all instances of “Ultra” with “Prime”.
Task 26	The discount price is 15% of the price. Modify column C on the “Discount” worksheet to show the discount price for each item.
Task 27	In Column D enter a formula that will display the Total Discount Price.