Microsoft Excel 2010: Advanced Topics



**ACTIVITY #1**

1. Open the **Market Orders** file
2. Select cells **E2:E74** (the Order Amount column)
3. Use **Conditional Formatting** to highlight in green all the orders over $100
4. Use **Conditional Formatting** to highlight in red all the orders less than $10
5. Clear the Conditional Formatting rules

**Activity #2**

*Part 1*

1. Open the **Budget** file
2. Enter a formula in cell **E4** to calculate the **Total** amount for Gasoline
3. Fill the formula from **E4** to **E12**
4. Use **Conditional Formatting** to add Data Bars to the numbers in cells **E4:E11**

*Part 2*

1. In cell F4, create a formula to divide cell **E4** by **E12**
2. Format cell **F4** in the **Percent** format.
3. Modify the formula in **F4** to make the reference to **E12** an **absolute** **reference**
4. Copy the formula down through **F11**



**Activity #3**:

*Complete these steps with the Budget file*

1. Copy **Sheet1** three times to create three new sheets
2. Rename the original Sheet1 to **1st Quarter**
3. Rename the other copies as follows: **2nd Quarter**, **3rd Quarter**, **4th Quarter**
4. Change the color of each of the sheet tabs
5. Change the values for some of the categories in the **2nd Quarter** sheet

**Activity #4**:

1. With the **2nd Quarter** sheet selected, type **1st Q** in cell **G3**
2. In cell **G4**, create a reference to cell **E4** from the **1st Quarter worksheet.**
3. Fill this formula down in cells **G5:G11**
4. Go to the **1st Quarter** sheet and alter some values. Note how the **Total** changes.
5. Return to the **2nd Quarter** sheet to see the changes in the **1st Q** column



Activity #5

1. Open the **Loan Calculator** file
2. Click cell **B11**
3. Click on **Financial** in the **Function Library** and select **PMT**
4. In the **rate box**, type **B6/12**
5. In the **nper** box, type **B10**
6. In the **pv** box, type **B4**
7. Click the **OK** button

**Activity #6**

*Use VLOOKUP to determine the price for each Vehicle ID*

1. Open the **Vehicle Order Example** File. The Price List table will be your lookup range.
2. Click cell **D2**
3. Click on **Reference & Lookup** in the **Function Library** and select **VLOOKUP**
4. In the **lookup\_value** box, type **B2**
5. In the **table\_array** box, type **$J$2:$P$73** Hint: don’t forget the **colon ( : )**
6. Determine the column number of the **Price** column and enter it in the **col\_index\_num** box. Hint: ID # would be 1.
7. Click **OK** button
8. When the value appears, verify that it matches that in the Price List range.

*Filling a table & editing values after using VLOOKUP*

1. With cell **D2** selected, **Fill** the formula down for the rest of the orders
2. Change the **Vehicle #** for the third order to **897**. Notice how the price changes
3. Add a new order line with the **current date** for **Vehicle** **number** **1016**
4. Type your name in the **Customer** column
5. Use VLOOKUP to determine the price and verify that it matches the Price List Table

