

## MOS Excel Specialist Project 1

### MOS Objectives:

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1.2.2	Navigate to a named cell, range, or workbook element	10-12
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3.1.2	Convert a table to a range	8

### Project Files

For this project, you will need the following Files:

eMOSc1\_Sales

You will save your workbook as:

Lastname\_Firstname\_eMOSc1\_Sales

1. **Start** Excel. To open a text File not created in Excel, display the **Open** dialog box and navigate to the location where your data files for this project are stored. Click the **File type arrow**, and then click **Text File**. Click **eMOSc1\_Sales**, and then click **Open**.
2. In the **Text Import Wizard**, be sure that **Delimited** is selected, and then click **Next**. In the **Text Import Wizard – Step 2 of 3** dialog box, under **Delimiters**, be sure that **Tab** is selected, and then click **Next**. Click **Finish** to close the wizard and open the text File in Excel.
3. **Rename** the sheet as **Second Quarter** and then on the **File tab**, click **Save As** and click **Browse**. Navigate to the location where you are saving your files, and then at the bottom of the **Save as** dialog box, click **Save as type**. Click **Excel 97-2003 Workbook** to maintain backwards compatibility with this File. In the **File name** box type Lastname\_Firstname\_eMOSc1\_Sales and then click **Save**.
4. **Merge & Center** cell **A1** across **A1:E1** and then apply the **Title** cell style. **Merge & Center** **A2** across **A2:E2** and then apply the **Heading 1** cell style. AutoFit **column A**. To the range **B3:E3** apply the **Heading 3** cell style and then **Center** the selection.
5. In **row 8**, calculate totals for each month and then in **E4:E8** calculate totals. Apply the **Total** cell style to the range **B8:E8** and then apply **Accounting Number Format** to the ranges **B4:E4** and **B8:E8**. Apply **Comma Style** to the range **B6:E8**. If necessary, AutoFit columns B:E.
6. Select **B2** and then on the **Home tab**, in the **Cells group**, click **Insert** to insert a blank cell above the selected cell. Notice that the remaining worksheet cells move down. **Merge & Center** the selection and then type **Western Region**
7. To the right of the **Second Quarter** sheet tab, click **New Sheet**. **Rename** the sheet **April Sales** and then click the **Data tab**. Click **Get External Data**, and then click **From Access**. From your student data files, click **eMOSc1\_Data**, and then click **Open**. In the **Import Data** dialog box, with **Table** selected, verify that **Existing worksheet** is selected and that **=A\$1** displays, and then click **OK**.
8. On the **Table Tools Design tab**, in the **Tools group**, click **Convert to Range** and then click **OK** to format the table as a range of cells instead of a table. In this worksheet, the ID numbers are not necessary. Select the range **A1:A5**, and then on the **Home tab** in the **Cells group**, click **Delete** to delete the cells and shift the existing cells to the left.

9. Select the range **E1:E5**, right-click, and then click **Cut**. Click cell **A1**, and then click **Insert Cut Cells**. Notice that the data for Elliptical Bikes shifts to column B when the cut cells are inserted. Adjust the width of columns **A:E** to **125 pixels**.
10. Select the range **A1:E5**. On the **Formulas** tab, in the **Defined Names** group, click **Create from Selection**. In the **Create Names from Selection** dialog box, make sure that only **Top row** is selected. This option will create named ranges for each column in the selection using the name in the top row. Click **OK**.
11. Display the **Second Quarter** worksheet and then click **B8**. To search for data in a worksheet, to the left of the Formula Bar, click the **Name Box arrow** to display the list of range names, and then click **Rowing\_Mach**. The April Sales worksheet displays and the weekly totals for Rowing Machines is selected.
12. On the **Home** tab, in the **Editing** group, click **Find & Select**, and then click **Go To**. In the **Go To** dialog box, click **Elliptical\_Bikes** and then click **OK** to select the Elliptical Bikes data.
13. Right-click the **Table** sheet tab, and then click **Hide**. Notice that the sheet tab no longer displays. Right-click the **Second Quarter** sheet tab, and then click **Unhide**. In the **Unhide** dialog box, with **April Sales** selected, click **OK** to redisplay the hidden sheet.
14. **Group** the worksheets, insert the **File name** in the **left section** of the **footer**, and then **Center** the worksheets **Horizontally**.
15. Click the **File** tab, click **Check for Issues**, and then click **Check Compatibility**. Read the information it he **Microsoft Excel – Compatibility Checker** dialog box, and then click **OK**.
16. **Save** the workbook and then in the **Microsoft Excel - Compatibility Checker** dialog box, click **Continue**. Submit the File as directed.

**End    You have completed MOS Excel Specialist Project 1**

