

Exercise Handout -1 of Analyzing Data

1. Open the file "Exercise1.xls" from the Desktop.
2. Select "Sheet 1" and write the answer after calculating the "area and perimeter" of the required shapes on E6, E13, E24 and E35 cells.
3. Save your work as Exp1<<your name>>.xls
4. Select "Sheet 2" and use the "SUM" function to calculate the total sales of each employee from March 2018 to June 2018 in "G" column in front of appropriate employees.
5. Insert the heading "Total Sale of Each Employee" in the "G" column and formatting of the cell should be similar to other headings.
6. Use format painter tool to apply the similar cell and text formatting to "H" column.
7. Insert a new column after the **last name** column and use concatenate function so that first and last name appear in one cell **with a space between them**.
8. Enter the heading "Full Name" in C5 cell.
9. Apply a "thick box border" on the outer boundary of the table.
10. Apply "\$" currency symbol on all values of the data table.
11. Now use the "SUM" function to calculate the total sales of all employees in each month in the 13th row of appropriate month.
12. Now use the "SUM" function to calculate the total sales of all employees from March 2018 to June 2018 in "H13" cell.
13. Bold the values of all cells containing different totals.
14. Now merge the cells A1, B1, C1, D1, E1, F1, G1, H1 and enter the heading "SALE OF EMPLOYEES FROM MARCH 2018 to JUNE 2018" and bold it.
15. Create a bar chart to display the sales of April and May 2018 of all employees.

16. The chart title should be "Sale from Employees in April and May 2018".
17. The chart should be created on the same sheet.
18. Edit the name of the chart legends according to data i.e. April 2018 and May 2018.
19. Apply data label to the bars of the chart so that the amount of sale appears in front of each line.
20. The font size of the data labels should be "8". The font color of April 2018 chart label should be "Green" and the font color of May 2018 chart label should be "Red".
21. Apply your desired gradient effect on both bar lines of the chart.
22. Save the file as "EX1yourname.xls" on the lab server as you will work on the same file in the coming week.