

MS Excel 2007 Advanced Features – Exercise

1. Open the file "Monthly Expense.xls" in MS Excel.
2. Sort the records in ascending order based on Student's name.
3. Calculate the total expense of each student for all 3 expenses in the F column and give an appropriate heading to it.
4. Calculate the percentage expense of each items sale against the total expense for all records in G, H and I column.
5. Give a suitable heading to the "G, H and I" column and the formatting of the cells should be as same as other headings.
6. Apply your desired conditional formatting criteria on "Percentage" columns of all 3 expenses:
 - a. If the expense percentage is between 10 and 20.
 - b. If the expense percentage is between 20.01 and 30.
 - c. If the expense percentage is between 30.01 and 40.
 - d. If the expense percentage is between 40.01 and 50.
 - e. If the expense percentage is between 50.01 and 60.
7. Apply trace dependent and trace precedent on the total expense cells.
8. Filter the student records of "June and July" and plot a chart on each expense's percentage cells.
9. Change the page orientation to landscape.
10. The chart title should be "Expense Percentage of all students in June and July".
11. Apply appropriate headings to X and Y axis fields.
12. The amount of each student's expense should appear on top of each line.
13. Apply your desired formatting to the components of the drawn chart.
14. The chart should be created on the same sheet.
15. Save your softcopy as "Ex1 Your Name.xls".
16. Take the printout of the chart on one page and the filtered records on another page.