

Basic Excel Practice Assignment:

Complete the following steps:

1. Open a new blank workbook.
2. Change the name of "Sheet 1" to your name (as it appears in Canvas)
3. Add another sheet
4. Change the name of "Sheet 2" to your CWID
5. Use the sheet with your CWID as the title
6. In cell "A1" type "Customer ID" → do not include the quotation marks
7. In cell "B1" type "Interaction time (sec)" → do not include the quotation marks
8. In cell "C1" type "Total clicks" → do not include the quotation marks
9. In cell "D1" type "Revenue" → do not include the quotation marks
10. Resize the columns so that the column headers fit without overlap
11. Number the cells A2:A26 with numbers 1-25
12. In cell "B2" type "=randbetween(30,600)" → do not include the quotation marks
13. Using the autofill handle, copy cell "B2" to cells "B3:B26"
14. Highlight cells "B2:B26", right click, and select copy. Right click in cell "B2" and select paste values (looks like a page with 123 at the bottom).
15. In cell "C2" type "=randbetween(3,30)" → do not include the quotation marks
16. Repeat steps 13 & 14 for cells "C2:C26"
17. In cell "D2" type "=randbetween(0,50)"
18. Repeat steps 13 & 14 for cells "D2:D26"

You now have a data set that is unique to you!

19. Change cell "D15" to 75
20. Bold and Italicize the headers for columns A:D
21. Freeze the first row
22. Sort the data by "Revenue" column from largest to smallest (say yes to expanding selection)
23. Use conditional formatting so that "Interaction Times" 150-seconds and longer are green, and those 149-seconds and shorter are red.
24. Format the "Revenue" column to display currency values.
25. In cell "B28" provide the average for the "Interaction Time" column
26. In cell "C28" provide the average for the "Total Clicks" column
27. In cell "D28" provide the sum for the "Revenue" column
28. Put a solid border around your entire data set.
29. In cell "A28" write the formula to add cells "B20" and "C15" together.
30. Password protect your workbook, but be sure the password is **abc123**
31. Save the document as: BADM2233_ "your last name" and upload to the drop box in the Week 1 module