

11. Use conditional formatting to highlight the net profit (cell C22) if its value is less than \$50,000 with a light red fill with dark red text.
12. Change the value in cell G9 from 4 to 5. Observe the impact that hiring another cleaner has on the projected net profit for the company in cell C22.
13. Format the printed version of the Income Statement worksheet as follows:
 - a. Add a manual page break between columns D and E.
 - b. For the first page, add a header that prints **Prepared by** followed by your name in the left section of the header and the current date in the right section of the header. Do not display header text on any other page.
 - c. For every page, add a footer that prints the workbook filename in the left section, **Page** followed by the page number in the center section, and the worksheet name in the right section.
 - d. Set the margins to 1 inch on all four sides of the printout, and center the contents of the worksheet horizontally within the printed page.
14. If you are instructed to print, print the entire contents of the workbook in portrait orientation.
15. Save and close the workbook.

APPLY

Case Problem 2

Data File needed for this Case Problem: Peak.xlsx

Peak Bytes Peter Taylor is an engineer at Peak Bytes, an Internet service provider located in Great Falls, Montana. Part of Peter's job is to track the over-the-air connection speeds from the company's transmitters. Data from an automated program recording Internet access times has been entered into a workbook, but the data is difficult to interpret. He wants you to edit the workbook so that the data is easier to read and the fast and slow connection times are quickly visible. He also wants the workbook to provide summary statistics on the connection speeds. Complete the following:

1. Open the **Peak** workbook located in the Excel2 > Case2 folder, and then save the workbook as **Peak Bytes** in the location specified by your instructor.
2. In the Documentation sheet, enter your name in cell B3 and the date in cell B4.
3. Apply the Banded theme to the workbook.
4. Format the Documentation sheet as follows:
 - a. Apply the Title cell style to cell A1. Change the font style to bold and the font size to 24 points.
 - b. Add borders around the range A3:B5.
 - c. Apply the Accent4 cell style to the range A3:A5.
 - d. Top-align the contents in the range A3:B5.
5. In the Speed Test worksheet, move the data from the range A1:D97 to the range A12:D108.
6. Copy cell A1 from the Documentation sheet, and paste it into cell A1 of the Speed Test worksheet.
7. In cell A2, enter **Internet Speed Test Results**. Apply the Heading 1 cell style to the range A2:D2.
8. In cell A4, enter **Date** and format it using the Accent4 cell style. In cell B4, enter **4/8/2017** and format it using the Long Date format. Add a border around the cells in the range A4:B4.
9. Format the data in the Speed Test worksheet as follows:
 - a. In the range A13:A108, format the numeric date and time values with the Time format. (Hint: The Time format is in the Number Format box in the Number group on the Home tab.)
 - b. In the range C13:D108, show the numbers with three decimal places.
 - c. In the range A12:D12, apply the Accent4 cell style and center the text.
 - d. In the range A12:D108, add borders around all of the cells.
10. Create a table of summary statistics for the Internet Speed Test as follows:
 - a. Copy the headings in the range B12:D12, and paste them into the range B6:D6.
 - b. In cell A7, enter **Average**. In cell A8, enter **Minimum**. In cell A9, enter **Maximum**. Format the range A7:A9 with the Accent4 cell style.

- c. In cell B7, use the AVERAGE function to calculate the average ping value of the values in the range B13:B108. In cell B8, use the MIN function to calculate the minimum ping value of the values in the range B13:B108. In cell B9, use the MAX function to calculate the maximum ping value of the values in the range B13:B108.
- d. Copy the formulas from the range B7:B9 to the range C7:D9 to calculate summary statistics for the download and upload speeds from the Internet test.
- e. Format the values in the range B7,C7:D9 to show two decimal places.
- f. Add borders around all of the cells in the range A6:D9.
11. Use conditional formatting to highlight ping values greater than 70 in the range B13:B108 with a light red fill with dark red text to highlight times when the Internet usually appears to be slow.
12. Use conditional formatting to highlight download values less than 3.5 in the range C13:C108 with a light red fill with dark red text.
13. Use conditional formatting to highlight upload values less than 2 in the range D13:D108 with a light red fill with dark red text.
14. In cell D11, enter the text **Slow Connection**. Use conditional formatting to display this text string with a light red fill with dark red text. Center the text, and add a border around cell D11.
15. Set the print titles to repeat the first 12 rows at the top of every page of the printout.
16. For the first page of the printout, add a header that prints **Prepared by** followed by your name in the left section of the header and the current date in the right section of the header. Do not display header text on any other page.
17. For every page, add a footer that prints the workbook filename in the left section, **Page** followed by the page number followed by **of** followed by the number of pages in the center section, and then the worksheet name in the right section.
18. If you are instructed to print, print the entire contents of the workbook in portrait orientation.
19. Save and close the workbook.



Case Problem 3

Data File needed for this Case Problem: Wait.xlsx

CHALLENGE

YuriTech Kayla Schwartz is the customer service manager at YuriTech, an electronics and computer firm located in Scottsdale, Arizona. Kayla is analyzing the calling records for technical support calls to YuriTech to determine which times are understaffed, resulting in unacceptable wait times. She has compiled several months of data and calculated the average wait times in one-hour intervals for each day of the week. You will format Kayla's workbook to make it easier to determine when YuriTech should hire more staff to assist with customer support requests. Complete the following:

1. Open the **Wait** workbook located in the Excel2 > Case3 folder, and then save the workbook as **Wait Times** in the location specified by your instructor.
2. In the Documentation sheet, enter your name in cell B3 and the date in cell B4.
3. Apply the Ion theme to the workbook.
4. Format the Documentation sheet as follows:
 - a. Format the title in cell A1 using a 36-point Impact font with the Purple, Accent 6 font color.
 - b. Format the range A3:A5 with the Accent6 cell style.
 - c. Add a border around the cells in the range A3:B5. Wrap the text within each cell, and top-align the cell text.
5. Copy the format you used in cell A1 of the Documentation sheet, and paste it to cell A1 of the Wait Times worksheet.