

Microsoft Excel-Assignment #6

Using a Template and Importing Data

Purpose: To demonstrate ability to use a template and import data in Excel 2016.

Problem: You are working for a home furnishings store. They want you to create a workbook that is created from a company template. You are then to import data provided in various files and consolidate the data.

Instructions: Perform the following tasks:

1. Start Excel. Open the Home Furnishings file on Moodle
2. Add a worksheet to the workbook, and then paste the Sheet1 contents to the three empty sheets.
3. Rename the sheet tabs North, South, Central, and Consolidated. Change the subtitle on all four tabs from branch to the name of the corresponding tab. Change the title style for each title area in the first three sheets for North, South, and Central. Color all four tabs to be similar to their title areas.
4. Save Home Furnishings as a template.
5. Open Home Furnishings and save as a workbook.
6. Before beginning the imports, you should save all of the import files to your USB drive and access each through that drive.
7. On the North worksheet, select cell B4. Import the comma-delimited text file, North, on Moodle. In the Text Import Wizard – Step 1 of 3 dialog box, indicated that the text is delimited. In Step 2 of 3 dialog box, click the Comma check box to select it and then click Tab to clear the check box; otherwise accept the default settings. In the Import Data dialog box, click the Properties button. In the External Data Range Properties dialog box, unclick ‘Save Query Definition’, click ‘Adjust the column width’ to clear the check box. Make sure ‘Overwrite existing cells with new data, clear unused cells is selected’. Import the text data to cell B4 of the existing worksheet.
8. On the South worksheet, select cell B8. Import the Access database file, South on Moodle. Choose to view the data as a table, and insert the data starting in cell B8 in the existing workbook. Accept all of the default settings to import the data. Right-click any cell in the table, point to Table, and then click Convert to Range. Click the OK button to permanently remove the connection to the query. Copy and paste the values from cell range B9:E10 to B4:E5. Delete rows 8-10. If necessary, adjust column widths to display all the data.
9. Start Microsoft Office Word, and then open the Word file, Central, from Moodle. Copy all of the data in the table except for the first row. Switch to Excel. Select the Central worksheet. Select cell A13, and then using the Paste Special command, paste the data as text into the Central worksheet. Close Word. Copy cell range B13:C16. Select cell B4, and then using the Paste Special command, paste the transpose of the data. Delete rows 13-16. Adjust the column widths as necessary to display all of the data.
10. On the Consolidated worksheet, use the SUM function, 3-D references, and copy and paste capabilities of Excel to total the corresponding cells on the three branch sheets. First, compute the sum in cell B4 and then compute the sum in cell B5. Copy the range B4:B5 to the range C4:E5. The Consolidated sheet should resemble Figure E7A – 1.

11. Save the changes to the workbook.

	A	B	C	D	E	F	G
1	WeCare Home Solutions Consolidated Gross Sales						
2						5-Mar-2012	
3		<i>Furniture</i>	<i>Electronics</i>	<i>Kitchen</i>	<i>Bath</i>	<i>Total</i>	
4	In-Store	\$376,240	\$373,732	\$464,456	\$361,652	\$1,576,080	
5	Online	460,168	475,661	538,107	385,012	1,858,948	
6	Gross Sales	\$836,408	\$849,393	\$1,002,563	\$746,664	\$3,435,028	
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North South Central Consolidated

Figure E7A-1