

Fixed Gear Bike Shop

FORMATTING A WORKSHEET



PROJECT DESCRIPTION

Andrew Sokol is the co-owner of the Fixed Gear Bike Shop, a popular bike rental shop on the Santa Monica pier in California. In preparation for opening a second location, he has created a summary of the types of bicycles and equipment rented at the shop over the past year. He would like you to add the final formatting to his worksheet before he forwards it onto to his business partner.

GETTING STARTED

- Download the following file from the SAM website:
 - **NP_Excel2013_T2_P1b_FirstLastName_1.xlsx**
- Open the file you just downloaded and save it with the name:
 - **NP_Excel2013_T2_P1b_FirstLastName_2.xlsx**
 - If you do not see the **.xlsx** file extension in the Save file dialog box, do not type it. Excel will add the file extension for you automatically.
- With the file **NP_Excel2013_T2_P1b_FirstLastName_2.xlsx** still open, ensure that your first and last name is displayed in cell B6 of the Documentation sheet. If cell B6 does not display your name, delete the file and download a new copy from the SAM website.

PROJECT STEPS

1. Change the theme of the worksheet to **Ion**.
2. On the *Facility Rental Report* worksheet, apply the **Title** Cell Style to the merged range A1:G1 and then apply **bold** formatting to the range.
3. **Merge and center** the range A2:G2 and then change the font size of the merged range to **14 pt**.
4. **Merge and center** the range A3:G3.
5. **Italicize** the contents of the range A5:H5 and change the font size to **14 pt**.
6. Format the range A7:A18 using the **Short Date** Number format (like 5/15/2016).
7. Apply the **Accent5** Cell Style (5th column, last row in the Themed Cell Style section of the Cell Style palette) to the range A6:H6.

8. **Center** and apply **bold** formatting to the cells in the range A6:H6.
9. In cell B19, create a formula using the **SUM** function that totals the range B7:B18. Copy the formula you created in cell B19 to the range C19:F19.
10. Apply the **Number** Number style to the range B7:G19 and then format the range to display commas as thousands separators and to display no decimals.
11. Apply the **Percentage** Number format (with no decimal places) to the range H7:H18.
12. Change the background color for the range A19:G19 to **Standard Light Green** (5th column, 1st row in Standard Colors palette), and then change the background color for cell H19 to **White, Background 1** (1st column, 1st row in the Theme Colors palette).
13. Change the font color for cell G19 to **Standard Dark Red** (1st column, 1st row in the Standard Colors palette).
14. Apply the **All Borders** cell border style to the range A19:G19.
15. Use the **Quick Analysis** tool to apply a conditional formatting rule to the range C23:C34. The conditional formatting rule should identify cells with a value **greater than 590** and format those cells with **Light Red Fill with Dark Red Text**.
16. Change the orientation of the worksheet to **Landscape**.
17. Change the margins for the *Facility Rental Report* worksheet to **Normal**.
18. Set rows 1–3 as print titles. (*Hint: Rows 1–3 should repeat at the top of each printed page of the worksheet.*)
19. In the center footer section of the *Facility Rental Report* worksheet, enter the word **Page** followed by a space, a current page number followed by a space, the word **of** followed by a space, and then the total page count. Use Header and Footer Elements for the **current page number value** and **total page count value** in this footer. For example, the footer on the first page of the worksheet should display, "Page 1 of 2".

Your workbook should look like the Final Figure on the following pages. (*Note: The second Final Figure displays the *Facility Rental Report* worksheet in Print Preview to increase the visibility of the changes made in steps 16-19.*) Save your changes, close the workbook, and exit Excel. Follow the directions on the SAM website to submit your completed project.

Final Figure 1: Facility Rental Report Worksheet

	A	B	C	D	E	F	G	H
1	Fixed Gear Bike Shop							
2	<i>Rental Report</i>							
3	2016 Monthly Totals							
4								
5	Bicycles							
6	Month Starting	Youth	Tandem	Cruiser	Adult Tricycle	Rickshaw	Total	% of Yearly Rentals
7	1/1/2016	176	70	211	106	6	569	8%
8	2/1/2016	181	72	217	109	12	591	8%
9	3/1/2016	167	67	200	100	15	549	7%
10	4/1/2016	159	64	191	95	25	534	7%
11	5/1/2016	203	81	244	122	43	693	9%
12	6/1/2016	196	78	235	118	42	669	9%
13	7/1/2016	188	75	226	113	34	636	9%
14	8/1/2016	212	85	254	127	28	706	10%
15	9/1/2016	172	69	206	103	14	564	8%
16	10/1/2016	165	66	198	99	18	546	7%
17	11/1/2016	146	58	175	88	10	477	6%
18	12/1/2016	254	102	305	152	10	823	11%
19	Totals	2,219	887	2,662	1,332	257	7,357	
20								
21	Equipment							
22	Month Starting	Helmets	Bike Locks	Handlebar Bags				
23	1/1/2016	558	551	13				
24	2/1/2016	514	544	14				
25	3/1/2016	514	507	74				
26	4/1/2016	447	480	86				
27	5/1/2016	671	643	107				
28	6/1/2016	662	614	119				
29	7/1/2016	547	561	89				
30	8/1/2016	610	678	96				
31	9/1/2016	536	563	102				
32	10/1/2016	475	535	88				
33	11/1/2016	440	423	81				
34	12/1/2016	792	756	44				
35								
36								
37								
38								
39								
40								
41								
42								

Final Figure 2: Facility Rental Report Worksheet – Print Preview

Fixed Gear Bike Shop
Rental Report
2016 Monthly Totals

Equipment

Month Starting	Helmets	Bike Locks	Handlebar Bags
1/1/2016	558	551	13
2/1/2016	514	544	14
3/1/2016	514	507	74
4/1/2016	447	450	88
5/1/2016	871	843	107
6/1/2016	882	814	119
7/1/2016	547	581	88
8/1/2016	810	878	98
9/1/2016	538	583	102
10/1/2016	475	535	88
11/1/2016	440	423	81
12/1/2016	792	788	44