

Lab10_extra_excel_B

Start

- Open Microsoft Excel 2010

Please note: if you don't know how to do the next following points, please refer to **Lab 10_Excel_B** from the blackboard.

- Do the following:

	A	B	C	D	E	F
1						
2	Serial number	Product Code	Product Name	Product Price	Product Quantity	Total
3	1	TB104	Table	562	9	
4	2	CH134	Chair	230	64	
5	3	CR567	Curtain	354	20	
6	4	CB986	Cabinet	487	6	
7	5	BC928	Bookcase	125	40	
8	6	DR480	Dresser	654	15	
9	7	LM866	Lamp	85	32	
10	8	SH872	Shelf	102	65	
11	9	CP790	Cupboard	854	14	
12	10	DK977	Desk	362	23	

- In cell A1 write "Items in Stock – October 2011". Apply the Title style and Merge and Center it on A1:F1. Apply any background color on it.
- Apply borders as above
- Apply colors in row 2 as above
- Center the text in row 2

Change column width and row height

- Change the column width for columns A to F to 16
- Change the row height of row 2 to 20

Apply the MAX and MIN functions

- Write "Highest Price" in cell C13. Make it Bold and Blue.
- Calculate the Maximum value of Price in cell D13
- Write "Lowest Price" in cell C14. Make it Bold and Red.
- Calculate the Minimum value of Price in cell D14

Insert charts

- Insert a “3D-Clustered Column” chart representing the product Name and The Product Price. Resize it and move it in A15:F25.
- Insert an “Exploded Pie in 3-D” chart to represent the Product Name and the Product Quantity. Move it on the right of the table. Apply on it Style 4.
- Apply Currency style format with two decimal places to the range D3:D14
- Rename Sheet1 to “Report October 2011”, and choose a tab color for it
- Delete Sheets 2 and 3

Finally

- Save your work in drive Q, inside the appropriate drive, name it **lab10_extra_excel_yourName** and show your work to your teacher