Lab12-lab15_extra_excel_D-G

Start

- Open Microsoft Excel 2010

Please note: if you don't know how to do the next following points, please refer to **Lab 12 until Lab15** from the blackboard.
Open the excel file that you've already done in Lab10_extra_excel_B and updated in Lab11_extra_excel_C.

- Apply a Normal margin and add the following Header: "Report October 2011".
- Turn cell E14 to 45 degrees.
- In A13 write "Rate". Enter the value 5% in cell B13.
- Insert a column before the Product Quantity. Write in E2 "New Price". In the cells E3:E12, compute the new Price by applying the following formula: New Price = Price Product * Rate. The rate is fixed in cell B13.
- Freeze the rows 1 and 2.
- In cell H2, write "percentage". In the range H3:H12 compute the percentage by dividing the Total by the Global Total. Apply the percentage style with one decimal place on all the percentages.
- Using conditional formatting, turn the percentages to red if they are less to 10% and to Green if they are greater or equal to 10%.
- Write in cell I2 "Performance". In cells I3:I12, write "Good" if the percentage is Greater or equal to 10% else write "Bad".
- Turn the cells in I3:I12 to Bold if they are "Good" and to Italic, with a green background (fill) if they are "Bad".
- Insert in a new sheet a Pie chat representing The Product Code and the Percentages. Apply the colors and the format of your choice.
- In cells J3:J12, apply a sparkle chart on the numerical values.
- Insert the date of the day somewhere on your sheet.

Finally

- Save your work in drive Q, inside the appropriate drive, name it **lab12_lab15_extra_excel_yourName** and show your work to your teacher.