SKATEBOARDS, INC.

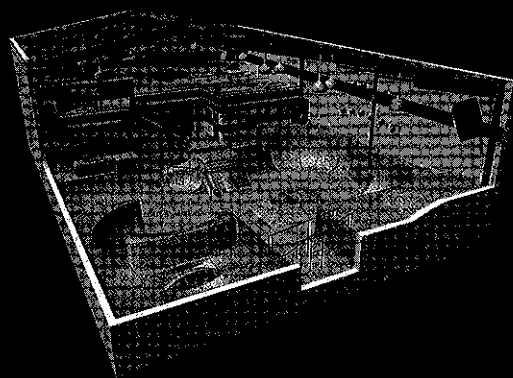# PART 2:
EXCEL

PROJECTS INCLUDED:

Project E-1:*   Create a Vendor Contact List
Project E-2:   Create a Lessons Price List
Project E-3:   Create a Music List
Project E-4:   Create an Employee Average Age Spreadsheet
Project E-5:   Create a Projected Revenue Spreadsheet
Project E-6:   Create a Pro Shop Equipment Inventory Report

*This project must be completed before beginning Microsoft Word *Project W-11: Vendor Letter Mail Merge*.

Create a Vendor Contact List

New Skills: Entering Data into a Spreadsheet • Formatting Column Width • Formatting Text • Using Print Preview
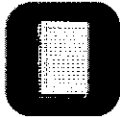
> **IMPORTANT NOTE:** This project must be completed prior to beginning "Project W-11: Create a Vendor Letter Mail Merge" in the Microsoft Word section of this book.

TASK AND PURPOSE:

Create a vendor list for Skateboards, Inc. that includes vendor name, address, and telephone number. This list will be used for communication with vendors.

OVERVIEW:

Businesses contact vendors to inquire about new and existing products, discuss methods of shipment and terms of payment, and ascertain the status of orders. Maintaining an accurate, up-to-date vendor list is essential.

STRATEGIES AND TIPS TO CONSIDER:

1. Whenever you create a database or a spreadsheet, be consistent in the manner in which you input the data. For instance, "S.D." should be consistently entered as "S.D." not "SD." Consistent data entry will ensure accurate results if you need to filter or sort the data by category at a later time.

2. Read through all instructions before proceeding with the project.

INSTRUCTIONS, INFORMATION, AND REQUIRED CONTENT:

1. Using Microsoft Excel, create a new blank workbook.

2. Save the document as **Project E-1 Vendor Contact List** in your "Excel Projects" folder under your "Skateboards, Inc. Simulation" folder.

3. Format the width of column A to 32, B to 22, C to 12, D and E to 6, and F to 15.

4. Key the data as it appears in **Figure E-1-1** into the spreadsheet. Unless otherwise noted, the font should be set to Arial 10 point.

5. Format cells A1 – F1 as bold.

6. Carefully proofread your work for accuracy and format.

7. Resave the file.

8.   Set the Print Area to include all cells containing data in the spreadsheet.

9.   Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.

10.   Print a copy of the document if required by your instructor.

Figure E-1-1

	A	B	C	D	E	F
1	VendorName	Street	City	State	Zip	Telephone
2	Ace Book Company	39 Harrison Avenue	Philadelphia	PA	19092	215-689-4412
3	Badlands Janitorial Supplies	36 Water Street	Rapid City	SD	57703	605-333-5269
4	Black Hills Food & Beverage Supply	15 Bluepoint Road	Spearfish	SD	57783	605-324-7982
5	Bullet, Inc.	122 Chestnut Street	Hot Springs	SD	57747	605-411-3919
6	Cheyenne River Office Supply	57 Hathaway Avenue	Mobridge	SD	57601	605-429-6817
7	Clear Lake Electronics	2 Tyler Road	Clear Lake	SD	57226	605-317-7196
8	Custom Decals Co.	208 William Street	Los Angeles	CA	90005	213-792-5680
9	Deathbox, Inc.	52 Pleasant Street	Aberdeen	SD	57401	605-812-5411
10	Destructo, Inc.	782 Point Road	Denver	CO	80014	800-264-3000
11	Magazines Unlimited	1582 Rutherford Avenue	Rapid City	SD	57703	605-436-1122
12	Motto, Inc.	259 Seventh Avenue	New York	NY	10002	212-514-6678
13	Mt. Rushmore Game Products	12 Middle Road	Rapid City	SD	57703	605-382-3855
14	Pro-Tec Supply	30 Highland Road	Boston	MA	02103	617-963-5143
15	Salomon	12 Hoxey Road	Rapid City	SD	57703	605-373-0931
16	Speed Demon	402 Alley Road	Aberdeen	SD	57401	605-444-2688
17	Sport Caps Company	12 Clearview Avenue	Miami	FL	33013	305-763-9968
18	Topspeed Enterprises	12 Oxford Avenue	Park City	UT	84060	888-462-7100
19	Wheeling Clothing Co.	147 Liberty Street	Minneapolis	MN	55404	612-347-1900
20	Wind Cave Music	302 Pine Lake Road	Watertown	SD	57735	605-692-1184

Create a Lessons Price List

New Skills: Selecting Cells • Formatting Cells as Currency

TASK AND PURPOSE:

Create a Lessons Price List that shows the cost of private and group skateboarding lessons offered by Skateboards, Inc.

OVERVIEW:

Skateboards, Inc. has hired a team of top-notch skateboarding instructors for both private and group skateboarding lessons. The spreadsheet you create will outline the cost of private and group lessons.

STRATEGIES AND TIPS TO CONSIDER:

1. This is an internal spreadsheet. Keep it simple. No graphics are necessary.

2. Read through all instructions before proceeding with the project.

## INSTRUCTIONS, INFORMATION, AND REQUIRED CONTENT:

1. Using Microsoft Excel, create a new blank workbook.

2. Save the document as **Project E-2 Lessons Price List** in your "Excel Projects" folder under your "Skateboards, Inc. Simulation" folder.

3. Format the width of column A to 52 and column B to 15.

4. Key the data as it appears in **Figure E-2-1** into the spreadsheet. Unless otherwise noted, the font should be set to Arial 10 point.

5. Change the font size of cell A1 to 12 point.

6. Select and format cells A1, A3, A6, A8, and A12 as bold.
   Tip: Hold down the control key as you click on each cell.

7. Select cells B4 – B16 and format them as currency with 0 decimal places and display the $ symbol.

8. Format cell A18 as italic.

9. Carefully proofread your work for accuracy and format.

10. Resave the file.

11. Set the Print Area to include all cells containing data in the spreadsheet.

12. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.

13. Print a copy of the document if required by your instructor.

Figure E-2-1

	A	B
1	SKATEBOARDS, INC. LESSONS PRICE LIST	
2		
3	Enrollment Fee:	
4	Single Student	35
5	Group (per student)	30
6	Private Lesson:	
7	1 student	60
8	Group Lesson:	
9	2 students	75
10	3 students	90
11	4 or more students (per person)	25
12	Package Deals (includes Enrollment Fee and Lessons):	
13	Package 1 (1 lesson)	80
14	Package 2 (2 lessons)	130
15	Package 3 (3 lessons)	180
16	Package 4 (4 lessons)	225
17		
18	Note: All lessons consist of one hour of instruction	
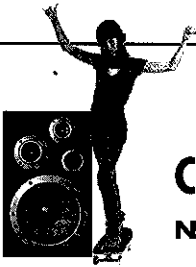
Create a Music List

New Skills: Sorting Data in Ascending Order

TASK AND PURPOSE:

Create a Music List for the D.J. Booth at Skateboards, Inc. Patrons renting the park for special events will have the opportunity to request their favorite songs, artists, or music type. Listening to their favorite music will enhance the fun and excitement of the special event.

OVERVIEW:

The Music List will provide the name of the song or music piece, the artist, and the music type. In the process of booking reservations for special functions to be held at Skateboards, Inc., management will advise renters that they may request specific music for their event by contacting D.J. Jazz at the Music Booth. D.J. Jazz will present the Music List to the renters and have them select specific songs, artists, or types of music (country, jazz, pop, rhythm and blues, rap, rock & roll) to be played at their event.

STRATEGIES AND TIPS TO CONSIDER:

1. Whenever you create a spreadsheet, be consistent in the manner in which you input the data. For instance, "Rock & Roll" should consistently be entered as "Rock & Roll," not "Rock and Roll." Consistent data entry will ensure accurate results if you need to filter or sort the data by category at a later time.

2. Read through all instructions before proceeding with the project.

## INSTRUCTIONS, INFORMATION, AND REQUIRED CONTENT:

1. Using Microsoft Excel, create a new blank workbook.

2. Save the document as **Project E-3 Music List** in your "Excel Projects" folder under your "Skateboards, Inc. Simulation" folder.

3. Format the width of column A to 25, and columns B and C to 20.

4. Key the data as it appears in **Figure E-3-1** into the spreadsheet. Unless otherwise noted, the font should be set to Arial 10 point.

5. Format cell A1 to 14 point bold.

6. Bold and center align cells A3 – C3.

7. Sort the data in the spreadsheet by "Music Type" in ascending order.

8. Carefully proofread your work for accuracy and format.

9. Resave the file.

10. Set the Print Area to include all cells containing data in the spreadsheet.

11. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.

12. Print a copy of the document if required by your instructor.

Figure E-3-1

	A	B	C
1	D.J. Jazz Sample Music List - Skateboards, Inc.		
2			
3	Name of Song	Artist	Music Type
4	Heels Over Head	Crazy Davy	Country
5	Spinning	Jonesy	Jazz
6	Don't Give Up!	Johnny Steele	Pop
7	Cruisin'	Sammy Toolis	Rhythm & Blues
8	Go For It!	The Upbeats	Pop
9	It's So Easy	Pressure	Pop
10	Flyin' High	Aces High	Rhythm & Blues
11	100 Ways	Kaleidescope	Rock & Roll
12	Turning Point	Country Boys	Country
13	Keep on Tryin'	Timmy Z	Rap
14	Rolling on Down the Track	Musicmaker	Rhythm & Blues
15	Let's Go Crazy	Blitz	Rock & Roll
16	Footloose	Ken Lang	Country
17	Wheels A-Turnin'	Melissa Marlow	Rhythm & Blues
18	Maniac	Michael Lewiston	Rock & Roll
19	Soaring	Bobby Brewster Band	Jazz
20	Adventure	Dan Hogan	Rhythm & Blues
21	Crazy About You	Jake Foster	Country
22	Jumper	The Rockers	Rock & Roll
23	Breaking Up	Billy Bob	Country
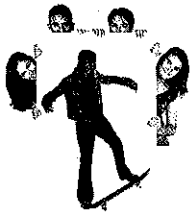
Create an Employee Average Age Spreadsheet

New Skills: Using the Average Formula • Shading Cells • Creating a Custom Header

TASK AND PURPOSE:

Create a spreadsheet that shows the average age of the employees of Skateboards, Inc.

OVERVIEW:

Randy Boardman observed that his employees are agile, energetic, and vibrant individuals and decided it would be interesting to know the average age of his employees. You will provide him with the answer by creating a spreadsheet using the average formula.

STRATEGIES AND TIPS TO CONSIDER:

1. This is an internal database. Keep it simple. No graphics are necessary (unless you want to insert a birthday cake for the fun of it).

2. Read through all instructions before proceeding with the project.

INSTRUCTIONS, INFORMATION, AND REQUIRED CONTENT:

1. Using Microsoft Excel, create a new blank workbook.

2. Save the document as **Project E-4 Employee Average Age** in your "Excel Projects" folder under your "Skateboards, Inc. Simulation" folder.

3. Format the width of columns A and B to 25, and column C to 15.

4. Key the data as it appears in **Figure E-4-1** into the spreadsheet. Unless otherwise noted, the font should be set to Arial 10 point.
   Note: You will be entering a formula later in the cell labeled <Formula>.

5. Change the font size of cells A1 – C1 to 12 point; also center align and bold the cells.

6. Shade cells A1 – C1 using a 25% gray fill color.

7. Enter a formula in cell C21 that will compute the average age of the employees (given in cells C2 – C20).
   Hint: Use "=AVERAGE"

8. Center align cells C2 – C21 and format them as numbers displaying 0 decimals.

9. Right align and bold cell B21.

10. Format cell C21 as bold.

11. Create a custom header and key the text provided below as the header. Center align the header and set the font to Arial 14 point bold.

   Skateboards, Inc. Average Age of Employees

12. View the header using Print Preview to ensure that it has been set up properly.

13. Carefully proofread your work for accuracy and format.

14. Resave the file.

15. Set the Print Area to include all cells containing data in the spreadsheet.

16. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.

17. Print a copy of the document if required by your instructor.

Figure E-4-1

	A	B	C
1	Employee Name	Title	Age
2	D.J. Jazz	Disc Jockey	25
3	Carl Pickering	Food Court Clerk	16
4	Christopher Edwards	Food Court Clerk	17
5	John Barnes	Food Court Clerk	18
6	Joshua Jones	General Manager	29
7	Katie Carrington	Housekeeper	23
8	Katelyn Nolin	Instructor	24
9	Artie Martin	Technician	28
10	Amy Reeve	Marketing	19
11	Christine Stone	Marketing	23
12	Rebecca Langford	Marketing Director	24
13	Annie Sheehan	Office Manager	21
14	Randy Boardman	President	36
15	Jennifer Burton	Pro Shop Clerk	19
16	Samantha Walters	Pro Shop Clerk	19
17	Kyle Logan	Pro Shop Manager	32
18	Alexander Butler	Security Guard	24
19	Antonio Reis	Security Guard	27
20	Doug Stanton	Technician	23
21		Average Age	<Formula>

Create a Projected Revenue Spreadsheet

New Skills: Using the Division (/) Operation in a Formula • Formatting Cells with Text Wrap
• Formatting Cells as Percentage

TASK AND PURPOSE:

Create a spreadsheet for Skateboards, Inc. that will project the first month's arcade games revenue by game category (pinball machines, video games, sports table games, etc.). The report will also display the percentage of total revenue that each game category will generate.

OVERVIEW:

The Arcade at Skateboards, Inc. houses pinball machines, video games, sports table games, and other fun activities such as a photo booth, Skee-Ball Alley, and pool tables. Once the park opens for business, management will periodically need to assess the Arcade's revenue. A revenue projection for the first month of operation, broken down by game and category, is depicted in Figure E-5-1. At the end of each month, management will compare the projected revenue to the actual revenue received and make decisions regarding the replacement of games that are not producing sufficient revenue.

STRATEGIES AND TIPS TO CONSIDER:

1.   Use proper accounting style in formatting the spreadsheet.

2.   Carefully check your results after entering the formulas in the spreadsheet.

3.   Read through all instructions before proceeding with the project.

INSTRUCTIONS, INFORMATION, AND REQUIRED CONTENT:

1.   Using Microsoft Excel, create a new blank workbook.

2.   Save the document as **Project E-5 Projected Revenue Spreadsheet** in your "Excel Projects" folder under your "Skateboards, Inc. Simulation" folder.

3.   Format the width of column A to 25 and columns B – D to 10.

4.   Format cells A1 – D1 to bold, center align, and to wrap text. Also shade these cells using a 25% gray fill color.

5.   Key the data as it appears in **Figure E-5-1** into the spreadsheet. Unless otherwise noted, the font should be set to Arial 10 point.
        Note: You will be entering formulas later in the cells labeled <Formula>.

6. Format cells A2, A9, A11, A18, A20, A24, A26, A30, and A32 to bold.

7. Format cells B8, B17, B23, B29, C31, and D31 to display a bottom border.

8. Format cells B3 – C32 to currency to display 2 decimals and the $ symbol.

9. Format column D to percentage to display 2 decimals.

10. Enter a formula in cell C9 that will sum the projected revenue for "Pinball Machines."
    Hint: Use the =SUM formula.

11. Enter a formula in cell C18 that will sum the projected revenue for "Video Games."
    Hint: Use the =SUM formula.

12. Enter a formula in cell C24 that will sum the projected revenue for "Sports Table Games."
    Hint: Use the =SUM formula.

13. Enter a formula in cell C30 that will sum the projected revenue for the "Other Games" category.
    Hint: Use the =SUM formula.

14. Enter a formula in cell C32 to sum the totals in cells C9, C18, C24, and C30.

15. Enter a formula in cell D9 to compute "% of Total Projected Revenue" for the Pinball Machines. This is computed by dividing the "Total Pinball Machines" by the "Total Projected Game Revenue."
    Hint: C9/C32.

16. Enter a formula in cell D18 to compute "% of Total Projected Revenue" for the Video Games. This is computed by dividing the "Total Video Games" by the "Total Projected Game Revenue."
    Hint: C18/C32.

17. Enter a formula in cell D24 to compute "% of Total Projected Revenue" for the Sports Table Games. This is computed by dividing the "Total Sports Table Games" by the "Total Projected Game Revenue."
    Hint: C24/C32.

18. Enter a formula in cell D30 to compute "% of Total Projected Revenue" for the Other Games category. This is computed by dividing the "Total Other Games" by the "Total Projected Game Revenue."
    Hint: C30/C32.

19. Enter a formula in cell D32 to compute the sum of "% of Total Projected Revenue" column.
    Hint: Your answer should equal 100%.

20.   Bold cells C32 and D32.

21.   Create a custom header and key the text provided below as the header. Center align the
       header and set the font to Arial 14 point bold (insert the current month and year where
       indicated.)

       Skateboards, Inc.
       Arcade Games Projected Revenue
       For Month of [insert current month], [insert current year]

22.   View the header using Print Preview to ensure that it has been set up properly.

23.   Carefully proofread your work for accuracy and format.

24.   Resave the file.

25.   Set the Print Area to include all cells containing data in the spreadsheet.

26.   Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.

27.   Print a copy of the document if required by your instructor.

Figure E-5-1

	A	B	C	D
1	Category/Game	Projected Revenue	Projected Revenue by Game Category	% of Total Projected Revenue
2	Pinball Machines:			
3	Olympic Ski Racer	789.25		
4	Monsters from the Deep	850.5		
5	Speed-Racer	857.75		
6	Star-Blaster!	350		
7	Martians & Moonmen	380		
8	Truckin'	717.25		
9	Total Pinball Machines		<Formula>	<Formula>
10				
11	Video Games:			
12	Money Chase!	420		
13	Arachnids	287.5		
14	Bowl-away	625		
15	Zoom!	526		
16	Tornado Alley	380.5		
17	War Zone	467		
18	Total Video Games		<Formula>	<Formula>
19				
20	Sports Table Games:			
21	Foosball	675		
22	Football	408		
23	Soccer	623		
24	Total Sports Table Games		<Formula>	<Formula>
25	Other Games:			
26				
27	Photo Booth	790		
28	Skee-Ball Alley	127		
29	Pool Table	837		
30	Total Other Games		<Formula>	<Formula>
31				
32	Total Projected Game Revenue		<Formula>	<Formula>
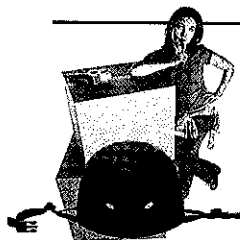
Create a Pro Shop Equipment Inventory Report

New Skills: Using the Multiplication (*) Operation in a Formula • Using the AutoFill Feature

TASK AND PURPOSE:

Create a spreadsheet that lists the equipment for sale and inventory on hand in the Skateboards, Inc. Pro Shop. The list will assist the Pro Shop manager and staff members to answer customer inquiries about prices and product lines, help them to know when it is time to reorder products, and provide Skateboards, Inc.'s accountant with the value of the inventory.

OVERVIEW:

In order to stay organized and have the capacity to retrieve data quickly, businesses use spreadsheets to store various types of information. In this task, you will create a spreadsheet that shows the inventory of equipment for sale in the Skateboards, Inc. Pro Shop including the item description, vendor name, quantity sold, balance in inventory, and value of inventory.

STRATEGIES AND TIPS TO CONSIDER:

1. For this project, set the "Zoom" on the standard toolbar to 75% so that all of your columns are visible on the screen.

2. To format the cells in multiple columns simultaneously (when the columns to be formatted are not side-by-side), select all of the columns to be formatted by pointing your mouse to the letter at the top of the first column, left-click the mouse to select that column; then, while holding down the "control" key, click on the letter at the top of each of the other columns to be formatted.

3. When finished, use a calculator to spot-check the results of the formulas for accuracy.

4. Read through all instructions before proceeding with the project.

INSTRUCTIONS, INFORMATION, AND REQUIRED CONTENT:

1. Using Microsoft Excel, create a new blank workbook.

2. Save the document as **Project E-6 Pro Shop Equipment Inventory Report** in your "Excel Projects" folder under your "Skateboards, Inc. Simulation" folder.

3. Format the width of columns A, C, E, G, and I to 9, columns F and H to 11, B to 38, and D to 19.

4. Format the height of row 1 to 55.

5. Format cells A1 – I1 to bold, center align, and to wrap text. Also shade these cells using a 25% gray fill color.

6. Key the data as it appears in **Figure E-6-1** into the spreadsheet. Unless otherwise noted, the font should be set to Arial 10 point.
   Note: You will be entering formulas later in the cells labeled <Formula>.

7. Center align cells A2 – A22, C2 – C22, and F2 – H23.

8. Format cells E2 – E22 and I2 – I23 to currency to display 2 decimals and the $ symbol.

9. Enter a formula in cell H2 to compute the "# of Units in Inventory at End of Month" for the first item (Momentum Wrist Guards). This is computed by subtracting the "# of Units Sold" from the "# of Units in Inventory at Beginning of Month."
   Hint: Your answer should equal 15.

10. Use the AutoFill feature to copy the formula down column H to cell H22.

11. Enter a formula in cell I2 to compute the "Value of Inventory at End of Month" for the first item (Momentum Wrist Guards). This is computed by multiplying the "Price" by the "# of Units in Inventory at End of Month."
    Hint: Your answer should equal $269.85.

12. Use the AutoFill feature to copy the formula down column I to cell I22.

13. Enter a formula in cell F23 that totals the "# of Units in Inventory at Beginning of Month" column.
    Hint: Use =SUM.

14. Use the AutoFill feature to copy the formulas to cells G23 – I23 to compute the remaining column sum totals.

15. Bold row 23.

16. Create a custom header and key the text provided below as the header. Center align the header and set the font to Arial, 10 point, bold (insert the current month and year where indicated.)

    Skateboards, Inc.
    Pro-Shop Equipment Inventory Report
    [insert current month] , 20__

17. View the header using Print Preview to ensure that it has been set up properly.

18.   Carefully proofread your work for accuracy and format.

19.   Resave the file.

20.   Set the Print Area to include all cells containing data in the spreadsheet.

21.   Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.

22.   Print a copy of the document if required by your instructor.