



Excel 2

Module 6 – Putting it all Together

Module Overview

This module is part of the Excel 2 course which is for advancing your knowledge of Excel. During this lesson we will go through an exercise which checks knowledge acquired thus far in the Excel 1 and 2 modules.

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1. Movie Database

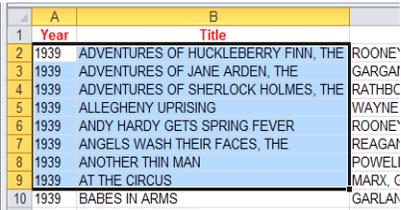
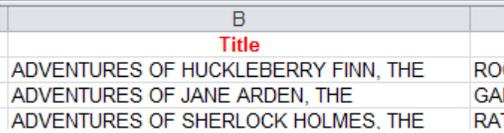
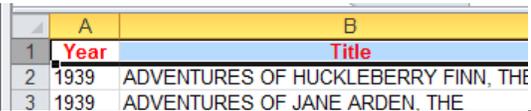
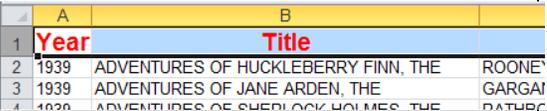
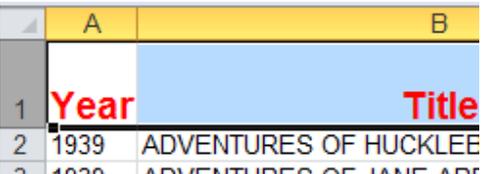
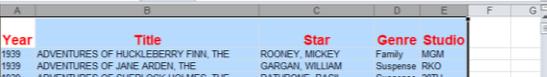
Take a look at a database of movies for sale. Learn how to navigate the database, update the database, then create a customer price list.

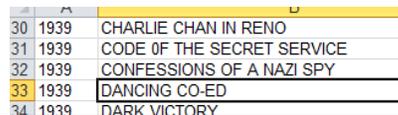
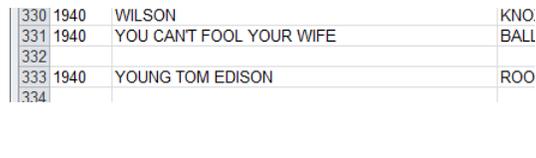
1.1. Open Database

Open the Movies database and save a copy to your personal folder, under the name “Movieland.”

1.2. Database Navigation

Discover the features of the Movie Database by using Excel’s tools:

Task		Use
1. Select all of the movie titles starting with “A” from 1939, along with the years they were made		Cross Pointer 
2. Expand Column B so that all movie titles fit entirely on one row.		Resizing Arrows 
3. Select the header row (row 1)		Row Selector 
4. Make this row size 14 font.		Arrow Pointer 
5. Expand the header row so it fits the larger field names more comfortably.		Resizing Arrows 
6. Select columns A-E and use the resizing arrow to autofit all columns at once.		Column Selector 

<p>7. Correct the title in B33 to add a dash between “CO” and “ED.”</p>		<p>Cursor </p>
<p>8. In column F, use the fill tool to number the records in the movie database.</p>		<p>Fill Handle “Auto Fill” </p>
<p>9. Select the last row, containing Young Tom Edison. Move the record to the row below to create an empty row above.</p>		<p>Move </p>

1.3. Update Movies Database

Delete one of each of the following duplicates in the manner given:

- Gone With the Wind (delete the row)
- Goodbye Mr. Chips (delete the range of cells)
- Wizard of Oz (delete the row)

Add the following movies in the manner given:

- 1939 / Amazing Mr. Williams, The / Melvyn Douglas / Comedy / Columbia (add a row)
- 1939 / Ambush / Lloyd Nolan / Crime / Paramount (insert a range of cells)

Add a column to the left of column A and renumber the movies as in column F.

Delete column G.

Many of the movies in the database begin with “The.” Use Find and Replace to remove all “The”s and the commas which precede them, to leave the remainder of the movie title.

ADVENTURES OF SHERLOCK HOLMES, THE
BARRICADE
CHARLIE CHAN AT TREASURE ISLAND
CHARLIE CHAN IN RENO
DRUMS ALONG THE MOHAWK
EVERYBODY’S BABY
EVERYTHING HAPPENS AT NIGHT
HOLLYWOOD CALVACADE
HOUND OF BASKERVILLE, THE
JESSE JAMES
LITTLE PRINCESS, THE
RAINS CAME, THE

ADVENTURES OF SHERLOCK HOLMES
BARRICADE
CHARLIE CHAN AT TREASURE ISLAND
CHARLIE CHAN IN RENO
DRUMS ALONG THE MOHAWK
EVERYBODY’S BABY
EVERYTHING HAPPENS AT NIGHT
HOLLYWOOD CALVACADE
HOUND OF BASKERVILLE
JESSE JAMES
LITTLE PRINCESS
RAINS CAME

1.4. Format Database

Rename the sheet “Movie Database.”

Format the database sheet to match this image:

(Fonts are Century Gothic and Broadway)

	A	B	C	D	E	F	G
1		Year	Title	Star	Genre	Studio	
2	1	1939	ADVENTURES OF HUCKLEBERRY FINN, THE	ROONEY, MICKEY	Family	MGM	
3	2	1939	ADVENTURES OF JANE ARDEN, THE	GARGAN, WILLIAM	Suspense	RKO	
4	3	1939	ADVENTURES OF SHERLOCK HOLMES, THE	RATHBONE, BASIL	Suspense	20TH	
5	4	1939	ALLEGHENY UPRISING	WAYNE, JOHN	Western	RKO	
6	5	1939	AMAZING MR WILLIAMS, THE	DOUGLAS, MELVYN	Comedy	COL	
7	6	1939	AMBUSH	NOLAN, LLOYD	Crime	PARA	
8	7	1939	ANDY HARDY GETS SPRING FEVER	ROONEY, MICKEY	Comedy	MGM	
9	8	1939	ANGELS WASH THEIR FACES, THE	REAGAN, RONALD	Drama	WB	
10	9	1939	ANOTHER THIN MAN	POWELL, WILLIAM	Suspense	MGM	
11	10	1939	AT THE CIRCUS	MARX, GROUCHO	Comedy	MGM	
12	11	1939	BABES IN ARMS	GARLAND, JUDY	Musical	MGM	

Format the sheet to print as follows:

(Margins are 1” on the right and left and 0.5” on the top and bottom. Gridlines are set to print. Row 1 is repeated on each page. Footer contains page number X of Y.)

	Year	Title	Star	Genre	Studio
39	1939	DODGE CITY	de HAVILLAND, OLIVIA	Western	WB
40	1939	DRUMS ALONG THE MOHAWK	FOINDA, HENRY	Historical	20TH
41	1939	EACH DAWN I DIE	CAIGNEY, JAMES	Action	WB
42	1939	ETERNALLY YOURS	YOUNG, LORETTA	Comedy	UA
43	1939	EVERYBODY'S BABY	BYINGTON, SPRING	Comedy	20TH
44	1939	EVERYTHING HAPPENS AT NIGHT	HENIE, SONJA	Musical	20TH
45	1939	FAST & FURIOUS	SOTHERN, ANN	Comedy	MGM
46	1939	FIRST LOVE	DURBIN, DEANNA	Musical	UNIV
47	1939	FIVE CAME BACK	BALL, LUCILLE	Adventure	RKO
48	1939	FOUR FEATHERS	RICHARDSON, RALPH	War	GOLD
49	1939	FOUR WIVES	GARFIELD, JOHN	Drama	WB
50	1939	GIRL OF THE GOLDEN WEST, THE	MacDONALD, JEANETTE	Musical	MGM
51	1939	GONE WITH THE WIND	GABLE, CLARK	Romance	MGM
52	1939	GOODBYE MR. CHIPS	GARSON, GREER	Drama	MGM
53	1939	GORILLA, THE	LUGOSI, BELA	Comedy	UNIV
54	1939	GRACIE ALLEN MURDER CASE, THE	WILLIAM, WARREN	Comedy	UNIV
55	1939	GREAT MAN VOTES, THE	BARRYMORE, JOHN	Comedy	RKO
56	1939	GUNGA DIN	GRANT, CARY	Adventure	RKO
57	1939	HEAVEN WITH A BARBED WIRE FENCE	FORD, GLENN	Drama	COL
58	1939	HOLLYWOOD CALVACADE	FAYE, ALICE	Comedy	20TH
59	1939	HONOLULU	POWELL, ELEANOR	Musical	MGM
60	1939	ROUND OF BASKERVILLE, THE	RATHBONE, BASIL	Suspense	20TH
61	1939	HUMAN MONSTER, THE	LUGOSI, BELA	Horror	UNIV
62	1939	HUNCHBACK OF NOTRE DAME, THE	LAUGHTON, CHARLES	Drama	RKO
63	1939	ICE FOLLIES OF 1939	CRAWFORD, JOAN	Drama	MGM
64	1939	IDIOTS DELIGHT	GABLE, CLARK	Comedy	MGM
65	1939	IN NAME ONLY	GRANT, CARY	Drama	WB
66	1939	INDIANAPOLIS SPEEDWAY	O'BRIEN, PAT	Action	WB
67	1939	INTERMEZZO	BERGMAN, INGRID	Romance	COL
68	1939	INVISIBLE STRIPES	BOGART, HUMPHREY	Action	WB
69	1939	IT'S A WONDERFUL WORLD	STEWART, JAMES	Comedy	MGM
70	1939	JAMAICA INN	LAUGHTON, CHARLES	Suspense	RANK
71	1939	JESSE JAMES	POWER, TYRONE	Western	20TH
72	1939	JUAREZ	DAVIS, BETTE	Historical	WB
73	1939	JUDGE HARDY AND SON	ROONEY, MICKEY	Comedy	MGM
74	1939	KID NIGHTINGALE	WYMAN, JANIE	Drama	WB
75	1939	KING OF THE TURF, THE	MENJOU, ADOLPHE	Drama	RKO
76	1939	KING OF THE UNDERWORLD	BOGART, HUMPHREY	Action	WB

1.5. Price List

Add a column G with the field name “Price.”

Use a filter to correct the error “2OTH” to “20TH.”

Use filters to add prices to movies made by the studios, as follows:

Studio	Movie Price
20 th , AA, F, GOLD, PARA, RANK, RKO, SELZ	\$4.25
COL, CONG, MGM, REPB, WD	\$3.50
HR, IND, UA, UNIV, WB	\$2.99

A	B	C	D	E	F	G
	Year	Title	Star	Genre	Studio	Price
1	1939	ADVENTURES OF HUCKLEBERRY FINN, THE	ROONEY, MICKEY	Family	MGM	\$ 3.50
2	1939	ADVENTURES OF JANE ARDEN, THE	GARGAN, WILLIAM	Suspense	RKO	\$ 4.25
3	1939	ADVENTURES OF SHERLOCK HOLMES, THE	RATHBONE, BASIL	Suspense	20TH	\$ 4.25
4	1939	ALLEGHENY UPRISING	WAYNE, JOHN	Western	RKO	\$ 4.25
5	1939	AMAZING MR WILLIAMS, THE	DOUGLAS, MELVYN	Comedy	COL	\$ 3.50
6	1939	AMBUSH	NOLAN, LLOYD	Crime	PARA	\$ 4.25
7	1939	ANDY HARDY GETS SPRING FEVER	ROONEY, MICKEY	Comedy	MGM	\$ 3.50
8	1939	ANGELS WASH THEIR FACES, THE	REAGAN, RONALD	Drama	WB	\$ 2.99
9	1939	ANOTHER THIN MAN	POWELL, WILLIAM	Suspense	MGM	\$ 3.50
10	1939	AT THE CIRCUS	MARX, GROUCHO	Comedy	MGM	\$ 3.50
11	1939	BABES IN ARMS	GARLAND, JUDY	Musical	MGM	\$ 3.50
12	1939	BACHELOR MOTHER	ROGERS, GINGER	Comedy	RKO	\$ 4.25

1.6. Quotes

Format the prices as currency, and determine how much it would cost to purchase:

- All of the films starring Humphrey Bogart and the films starring Ingrid Bergman (use SUM function)
- All of the comedies from 1940
- The films Three Musketeers, Four Sons, and Five Came Back
- 35 copies of The Wizard of Oz And 15 copies of Lil Abner

Determine the average cost of purchasing a movie from Movieland.

1.7. Inventory

Freeze the headers for informed scrolling.

Sort the spreadsheet first alphabetically by studio and then alphabetically by genre. Use the built-in Excel counters to find:

- The number of Drama films in stock from MGM Studios.
- The number of Suspense films in stock from 20TH Century Fox

2. Movieland Invoice

Create an invoice for billing customers based on how many of each film they purchase, plus a warehouse fee for each title pulled.

2.1. Format Invoice

Copying the formatting from the movie list, create an invoice on a new tab of the spreadsheet, as shown:

	A	B	C	D	E
1	Warehouse Fee (charged once per movie):				
2					
3	Qty	Movie	Price	SubTotal	Total
4					
5					
6					
7					
8					
9					Grand Total
10					
11					
12					

Rename this sheet "Invoice."

Add a Custom header with the date in the left section, "Movieland Invoice" in Broadway font in the center section, and the page number out of total pages in the right section.

12/11/2016	Movieland Invoice	1 of 1
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2.2. Invoice Calculations

In the cell under "SubTotal," use a formula to calculate the SubTotal for a given quantity of a movie at a given price.

In the cell under Total, use a formula to add a Warehouse Fee, (located in Cell E1) to the SubTotal.

Autofill the formulas for SubTotal and Total down for all invoice items.

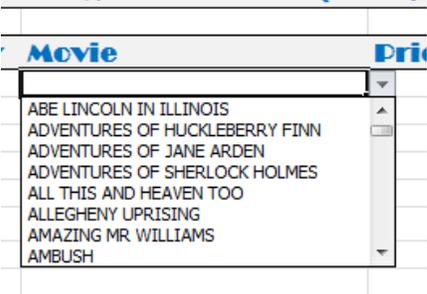
In the cell under "Grand Total," sum all Totals.

2.3. Price Lookup

Add a VLookup function to the price column of the invoice to lookup movie prices from the Movie Price List.

Autofill the formula for price lookup down for all invoice items.

****BONUS**** For convenience, add an optional dropdown to allow the user to select a movie from a list. (Hint: Select the list of the movies, give them a Name in the Namebox, then use Data Validation from a List by that Name.) Note, in this case it is best to have the movies in the movie list sorted alphabetically.



2.4. Validate the Invoice

Enter a Warehouse Fee of \$4.50.

Enter the following order into the invoice:

- 15 copies of CHARLIE CHAN IN RENO
- 35 copies of BLUE BIRD
- 20 copies of ONE NIGHT IN THE TROPICS
- 60 copies of TEXAS RANGERS RIDE AGAIN
- 40 copies of AMBUSH

Check that the Grand Total for the following order is \$719.80.

Verify that the Grand Total increases by \$5 for this order if the Warehouse Fee were to increase by \$1.00 to \$5.50.

	A	B	C	D	E
1	Warehouse Fee (charged once per movie):				\$ 5.50
2					
3	Qty	Movie	Price	SubTotal	Total
4	15	CHARLIE CHAN IN RENO	\$ 4.25	\$ 63.75	\$ 69.25
5	35	BLUE BIRD	\$ 4.25	\$ 148.75	\$ 154.25
6	20	ONE NIGHT IN THE TROPICS	\$ 2.99	\$ 59.80	\$ 65.30
7	60	TEXAS RANGERS RIDE AGAIN	\$ 4.25	\$ 255.00	\$ 260.50
8	40	AMBUSH	\$ 4.25	\$ 170.00	\$ 175.50
9					Grand Total
10					\$ 724.80
11					

3. Warehouse Inventory

Take stock of in which categories inventory is lacking and in which others it is abundant to make important decisions for procurement of new films to diversify the inventory.

3.1. Inventory Categories

Build a pivot table using the Movie Database and put it on a new sheet called “Inventory.”

Use the pivot table to assess inventory levels:

- How many films of each genre are in inventory from each studio?
- In which genres are there less than 10 film options?
- Do we have less than 5 films from any studios?
- Which genres are the most expensive to rent, on average?
- Which stars are under and over represented in the films in inventory?

3.2. Challenge! Charts for Management

Create charts to illustrate needed shifts in film inventory (Hint: Use Pivot Charts):

- Genres with more than 25 films should be scaled back while those with fewer than 5 films should have more investment.
- More movies are needed from 1939.
- Sci Fi, Action and Horror movies are the least expensive for the customer, while Fantasy and Crime movies generate the most revenue.

