

EXCEL PRACTICAL

You have been hired as a consultant for *King Neptune's Community Pool*. The manager of *King Neptune's Community Pool* needs you to prepare a worksheet to help analyze weekly receipts of child pool passes and adult pool passes. Perform the following steps on the spreadsheet:

1. Create the spreadsheet using the following data: Begin in cell A4. Re-format dates to mm/dd if needed.

	A	B	C	D	E	F
1						
2						
3						
4	Dates	Number of Child Passes	Number of Adult Passes	Child Pass \$ Totals	Adult Pass \$ Totals	Total Pass Receipts
5	6/1	200	95			
6	6/2	135	72			
7		141	70			
8		110	55			
9		123	61			
10		102	95			

2. Save workbook as: ExcelExam_Firstname_Lastname to your memory stick. Save periodically during exam to be safe!
3. Format the A column to show the date as 6/1, 6/2, etc. AutoFill the dates beginning with 6/1 and 6/2. Your final year should be 6/6. Center dates.
4. Add the following data to row 11:

6/7	189	99
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5. In cell A1 type in "King Neptune's Community Pool". Merge and center vertically and horizontally over cells A1:F1. Use "Cambria" font. Change font size to 16. Bold and Italicize text.
6. In cell A2, type in "Pool Pass Receipts for the Week of June 1 – June 7". Merge and center over cells A2:F2. Use "Cambria" font. Change font size to 14. Bold Text.
7. Add a fill color to cell A1
8. In cell A12, insert the word, "Totals". Bold and right-align.
9. Total each column in row 12
10. In cell A15, type in the words "Child Pass Price".
11. In cell A16, type in the words "Adult Pass Price".
12. In cell D15, type in \$1.50. In cell D16, type in \$3.00. Make both currency format.
13. Create a formula using an absolute cell reference to calculate Child Pass Receipts for each day. Put that formula (and \$ total) in cell D5:D11. The total should calculate in D12.
14. Create a formula using an absolute cell reference to calculate Adult Pass Receipts for each day. Put that formula (and \$ total) in cell E5:E11. The total should calculate in E12.
15. Calculate total passes receipts (\$ earned each day) in F5:F11, with a grand total in F12.
16. Use Currency Format for the D5:F12, center align
17. Select the range B12:F12 and add a "Top and Double Bottom Border."

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Jeffrey Slater

A red circular graphic with a gradient, appearing as a semi-circle or a partial circle, located to the right of the name Jeffrey Slater.

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