Software Skills - Project 2

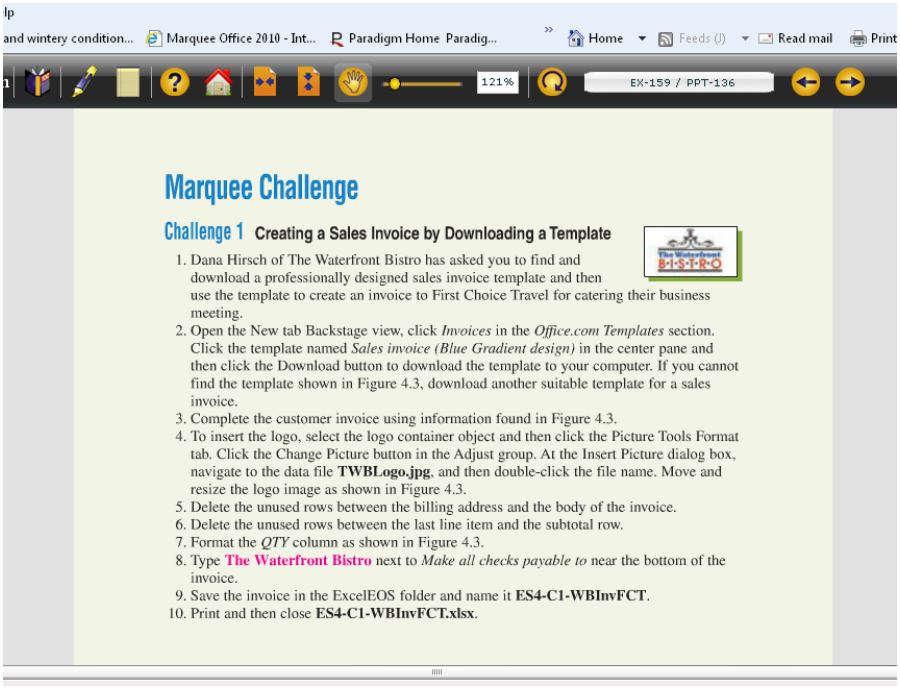
Marquee Challenge 1 & Marquee Challenge 2

DUE DATE: March 12th at the end of the day!!

PLEASE SUBMIT TO: worksheets@kait.ca

Total Completion of Project: 100%

Complete Marquee Challenge 1 found in Ebook on EX-159/PPT-136 using your Student Data Files from Excel S4!



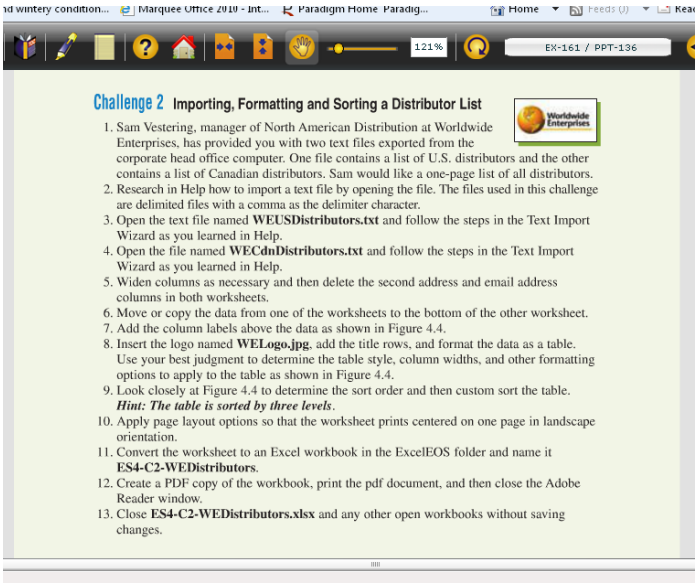
Marquee Challenge

Challenge 1 Creating a Sales Invoice by Downloading a Template

1. Dana Hirsch of The Waterfront Bistro has asked you to find and download a professionally designed sales invoice template and then use the template to create an invoice to First Choice Travel for catering their business meeting.
2. Open the New tab Backstage view, click *Invoices* in the *Office.com Templates* section. Click the template named *Sales invoice (Blue Gradient design)* in the center pane and then click the Download button to download the template to your computer. If you cannot find the template shown in Figure 4.3, download another suitable template for a sales invoice.
3. Complete the customer invoice using information found in Figure 4.3.
4. To insert the logo, select the logo container object and then click the Picture Tools Format tab. Click the Change Picture button in the Adjust group. At the Insert Picture dialog box, navigate to the data file **TWBLogo.jpg**, and then double-click the file name. Move and resize the logo image as shown in Figure 4.3.
5. Delete the unused rows between the billing address and the body of the invoice.
6. Delete the unused rows between the last line item and the subtotal row.
7. Format the *QTY* column as shown in Figure 4.3.
8. Type **The Waterfront Bistro** next to *Make all checks payable to* near the bottom of the invoice.
9. Save the invoice in the ExcelEOS folder and name it **ES4-C1-WBInvFCT**.
10. Print and then close **ES4-C1-WBInvFCT.xlsx**.

ALSO

Complete Marquee Challenge 2 found in Ebook on EX-161/PPT-136 using your Student Data Files from Excel S4!



Challenge 2 Importing, Formatting and Sorting a Distributor List

1. Sam Vestering, manager of North American Distribution at Worldwide Enterprises, has provided you with two text files exported from the corporate head office computer. One file contains a list of U.S. distributors and the other contains a list of Canadian distributors. Sam would like a one-page list of all distributors.
2. Research in Help how to import a text file by opening the file. The files used in this challenge are delimited files with a comma as the delimiter character.
3. Open the text file named **WEUSDistributors.txt** and follow the steps in the Text Import Wizard as you learned in Help.
4. Open the file named **WECdnDistributors.txt** and follow the steps in the Text Import Wizard as you learned in Help.
5. Widen columns as necessary and then delete the second address and email address columns in both worksheets.
6. Move or copy the data from one of the worksheets to the bottom of the other worksheet.
7. Add the column labels above the data as shown in Figure 4.4.
8. Insert the logo named **WELogo.jpg**, add the title rows, and format the data as a table. Use your best judgment to determine the table style, column widths, and other formatting options to apply to the table as shown in Figure 4.4.
9. Look closely at Figure 4.4 to determine the sort order and then custom sort the table. ***Hint: The table is sorted by three levels***.
10. Apply page layout options so that the worksheet prints centered on one page in landscape orientation.
11. Convert the worksheet to an Excel workbook in the ExcelEOS folder and name it **ES4-C2-WEDistributors**.
12. Create a PDF copy of the workbook, print the pdf document, and then close the Adobe Reader window.
13. Close **ES4-C2-WEDistributors.xlsx** and any other open workbooks without saving changes.

Super

Thanks

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