North! To Alaska Spreadsheet Lab & Assignment

This exercise follows the instructions on pages **413-429** of the book.:

Errata:

There are some minor changes that you should make notes in your book now:

1) MS Excel 2007 uses the "Ribbon" – this re-shuffles all the menus and needlessly changes the interface. The Conditional Formatting submenu can be found under "Home" and you should select "Highlight Cell Rules". For formatting based on a formula (pages 419-420), you must then select "More Rules…" and the dialog will look like this:

(On Nov 4th, vote for the candidate that opposes the Ribbon!)

2) Numbers in picture on page 422 are incorrect, should be as follows:
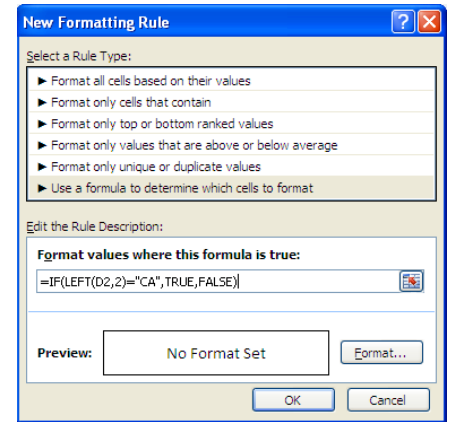
Segment	Time Est.	Miles	Fuel Price Report	Fuel Price	Amount Paid	Cost
Chicago to Carrington ND	12:02	778	US Chicago	$3.59	$126.96	$126.96
Carrington to Battefor SK	11:06	620	US Moorehead MN	$2.96	$83.42	$83.42
Battelford to Fort St. John	11:26	648	CA Moose Jaw SK	$1.09	$121.62	$115.29
Fort St. John ti Waston Lake YK	10:17	555	CA Medicine Hat AB	$1.01	$96.52	$91.50
Watson Lake to Dawson YK	11:55	601	CA Mi 54 AK Hiway BC	$1.21	$125.21	$118.70
Dawson to Dawson via AC	14:00	484	CA Mi 54 AK Hiway BC	$1.21	$100.84	$95.59

Correct Values for formulas

3) Page 423 Third paragraph: *Select* the distance number values BEFORE using the *Insert > Name > Define* menu *(Ribbon: Formulas>Define Name).* (that is: you must select the cells if you wish them to be automatically filled in, as the book says)

4) Page 424 Top paragraph: *Select* the Amount Paid number values BEFORE using the *Insert > Name > Apply* menu *(Ribbon: Formulas>Define Name pull-down arrow)..* (that is: you must select the cells that you wish to apply the names to)

5) Page 428 Fourth paragraph, mid-way through: "They set **buddies** to 3 and drop the **mpg** to 21 because…" This should read "drop mpg to 20" to be consistent with the illustrations on page 429.

NOTE: Scenario can be found in Ribbon: Data>What if Analysis

Instructions:

1) Begin by importing the data from the text file (tab delimited) named ***TripToArctic.txt*** *(Ribbon: Data > Get External Data).*

2) Right-Click & insert a new row after "Battleford to Fort St John" and type in the book values for "Fort St. John to Watson Lake YK"

3) Complete the worksheet as instructed.

4) Make the following quick changes:

   a) Move (cut and paste) the Assumptions group (all of them) to cell D17

b) Insert another row in the middle of your spreadsheet (row 4?) with your name as the Segment name and these other values:

| Time Est	Miles	Fuel Price Report	Fuel Price
15:30	500	US Greenville SC	$2.79

5) Click on the Sheet2 worksheet tab (at bottom) and import data from the comma-separated file named: ***pivotTable Data.cvs***

A pivot table is an interactive table that combines and compares large amounts of data. This simple example shows a collection of Quarterly sales information for 9 resort properties for both golf and tennis operations.

Suppose your boss requests the total golf sales for the year from one of the properties: how easy is it? Suppose the boss then requests total sales by quarter and broken down by sport: Still easy? A pivot table will allow easy consolidation of the information – sort of like filtering. We will illustrate a simple pivot table to help analyze this data.

6) Begin:

a) Click in any cell in the data list
b) From the Ribbon select: Insert > **PivotTable**
c) Confirm (or select) the source data range. (This probably defaulted to the correct values.) Choose to place the Pivot Table on the *Existing Worksheet* at location H8.
d) Finally, you must fix the Field list of the table. In the right-hand panel of the window, click all four fields as illustrated. Then configure the table by dragging and dropping the fields to the Report Filter, Column Labels, Row Labels and Summary Values sections as illustrated. (Feel free to take some time to experiment with different settings.)
e) Find your table (at H8) and use the Region pull-down menu to select different regions of interest.
f) Now answer this question:
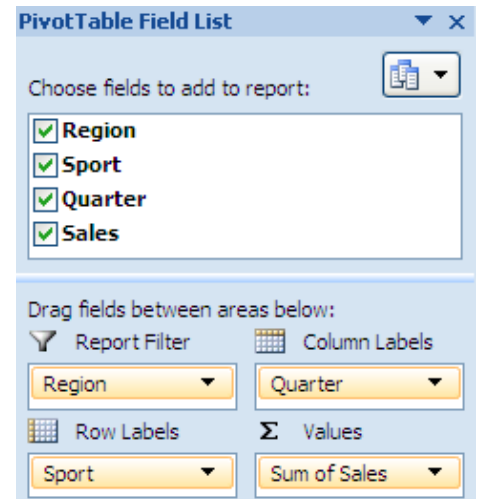
What is the total golf sales for the year from West7?

(Leave the table showing this answer when you save it.)

Turn in one copy of the completed worksheet to the class IN box as an Excel file named: *tripYourLastName*