CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

ETT 101 Lab   Elena Harris

Lab 5: Excel Assignment "Inventory Status Report"

Due date: (during lab)

Objectives and Assignment details

1. Open file Inventory_example.xls and rename this file by using "Save as" as "lab5LastFirst.xls", where Last and First are your last and first names.
2. Leave row 3 blank and then in cell A4, type **Total Items in Stock**, in cell A5 type **Average Price**, in cell A6 type **Median Price**, in cell A7 type **Lowest Price** and in cell A8 **Highest Price**.
3. *Objective*: using functions in Excel. Below are different ways to insert functions in Excel.
   a. Click cell B4, click the Formulas tab, then in the Function Library group, click the AutoSum button, with the insertion point blinking, select A13:A19, drugging down as necessary, and press Enter.
   b. Click cell B5, write "=average(d13:d19)" and then press Enter. This function calculates average price.
   c. Click cell B6, click the Formulas tab, then in the Function Library group, click More Functions, Statistical, Median, and in the opened dialog box inside "Number 1" type "d13:d19" and press Ok.
   d. Click cell B7 and type in "=min(d13:d19)" and press Enter.
   e. Click cell B8 and type in "=max(d13:d19)" and press Enter.
4. *Objective*: move data and rotate text.
   a. Select the range A4:B8. Point to the right edge of the selected range to display cross pointer, then drag and drop the range into D4:E8 cells.
   b. In cell C6, type *Flavor Statistics*, select range C4:C8, right-click over the selection, and then on the shortcut menu, click **Format Cells**. In the Format Cells dialog box, click the **Alignment tab**, and under **Text controls**, select **Merge cells** check box.
   c. In the upper right of the dialog box, under Orientation, point to the red diamond, and then drag the diamond upward until the Degrees box indicates 30, and click OK. Format the text in a different color.
5. Objective: Use COUTIF and IF Functions and apply Conditional Formatting.
   a. The COUTIF function is a statistical function that counts the number of cells within a range that meet the given criteria. It has two arguments: the range of cells to check and the criteria. In cell A10, type "Seasoning Types" and press **Tab**. With cell B10 as the active cell, on the **Formulas** tab, in the **Function Library** group, click the **More Functions** button, choose **Statistical** and then click **COUNTIF**. In the **Range** box, type in "g13:g19", and in the **Criteria** box, type "Seasoning", and press OK button. You can see that there are total of 5 "Seasoning" categories.
   b. A *logical test* is any value or expression that can be evaluated as true or false. The **IF** function uses a logical test to check whether a condition is met and returns one value for *true* and another for *false.* In cell H12, type "Stock Level" and press Enter. In cell H13, type in "=if(A13 < 125, "Order", "OK")". Copy this formula from H13 to the range H14:H19. Here, the first

argument "A14 < 125" is the logical test of quantity in stock being less than 125, the second argument "Order" is the value that is placed in the cell if the logical test is true, and the third argument "OK" is place in the cell if the logical cell is false.

    c. Select the range H13:H19, on the Home tab, in the **Styles** group, click **Conditional Formatting** button. In the list, point to **Highlight Cells Rules** and click **Text that Contains**. In the first box type "Order" and press OK button. Next select the range A13:A19. In the **Style** group, click the **Conditional Formatting** button. Point to **Data Bars**, and then under **Gradient Fill**, click **Orange Data Bar**.

6. *Objective*: create and sort an Excel table.

    a. Select the range A12:H19, click the Insert tab, in the **Tables group**, click the **Table** button, and click OK.

    b. In the header row of the table, click the Retail Price arrow, and then on the menu, click **Sort Smallest to Largest**.

7. Below the table, write down a summary about what you have learned in this lab.

Lab Submission:

- Show your final document to the instructor for grading.
- Due time by 5:50 P.M.