

I. AirMiles Workbook

1. On the **"London"** worksheet, extend the formula in cell E5 to the end of the table column
2. Remove all conditional formatting rules from the **"London"** worksheet.
3. On the **"New York City"** worksheet, perform a multi-level sort. Sort the table data by **"Country or Region"** (A to Z) and then by **"City"** (A to Z).
4. On the **"New York City"** worksheet, in cell D23, use a function to display the highest number from the **"Air Miles"** column.
5. On the **"New York City"** worksheet, create a Clustered Column chart that shows the **"Air Miles"** for all the cities, with the cities as the horizontal axis labels. Place the chart below the table. The exact size and position of the chart do not matter.
6. On the **"London"** worksheet, for the **"Air Miles"** chart, display a data table without legend keys.

II. BankAccounts Workbook

1. Navigate to the range named **"Rate"** and delete the contents of the selected cells.
2. On the **"Exchange Rates"** worksheet, in cells B4:D8, format the cells to display the numbers to two decimal places.
3. On the **"New Accounts"** worksheet, remove the table row that contains **"Tailspin Toys"** data. Do not change any content outside the table.
4. On the **"Key Accounts"** worksheet, in the **"Monthly Average"** column, use a function to calculate the average monthly balance for each account from January through April.
5. On the **"Contact"** worksheet, in the **"Email Address"** column, use a function to construct email addresses for each person using the first name and **"@woodgrovebank.com"**.
6. On the **"New Accounts"** worksheet, for the **"Account Balances"** chart, swap the data over the axis.

III. ClassSchedule

1. On the **"Substitutes"** worksheet, beginning at cell A1, import the data from the Substitutes text file in the **PracticeFile-2** folder. Use the first row of the data source as headers.
2. On the **"Instructional Hours"** worksheet, adjust the width of columns B:G to exactly 12.
3. On the **"Enrollment"** worksheet, in cells G5:G25, insert Column sparklines to compare the last, current, and next term values for each class period.
4. On the **"Classes"** worksheet, convert the table to a cell range. Keep the formatting.
5. From the **"Graduation"** worksheet, move the chart to a new chart sheet named **"Graduation Chart"**.

6. On the **"Instructional Hours"** worksheet, modify the chart to display **"Hours"** as the Primary Vertical Axis Title.

IV. PolicyRenewals

1. Configure the **"January"** worksheet so that only cells A4:F20 will be printed.
2. On the **"March"** worksheet, filter the table data to display only the policies with a **"Policy Type"** of **"MP"**.
3. On the **"February"** worksheet, in the **"Discount"** column, use a function to display **"Yes"** if the **"Years as Member"** is greater than 3. Otherwise, display **"No"**.
4. On the **"February"** worksheet, in the **"Policy Type"** column, use a function to display the first 2 characters of the **"Policy Number"** from column B.
5. On the **"Summary"** worksheet, add the alt text description **"Renewal data"** to the chart.

V. ProductList

1. On the **"Products"** worksheet, freeze rows 1 and 2 so the title and column headings always remain visible while scrolling.
2. On the **"Products"** worksheet, left-align the text in cell A1.
3. On the **"Products"** worksheet, apply the White, Table Style Medium 1 style to the table.
4. On the **"Products"** worksheet, in the **"Projected Value"** column, enter a formula that multiplies the value in the **"Current Value"** column by the **"Increase"** named range. Use the range name in the formula instead of a cell reference or value.
5. On the **"Summary"** worksheet, apply the Colorful Palette 2 color to the chart.

VI. StudentScores

1. Copy the formatting of the title and subtitle of the **"Tasks"** worksheet and apply it to the title and subtitle of the **"Projects"** worksheet.
2. On the **"Tasks"** worksheet, name the table **"Tasks"**.
3. On the **"Tasks"** worksheet, configure the table style options to automatically shade every other table row.
4. On the **"Grade Criteria"** worksheet, in cell B28, enter a formula that sums the values in the ranges **"Total1"**, **"Total2"**, and **"Total3"**. Use range names in the formula instead of cell references or values.
5. On the **"Exams"** worksheet, in cell E35, use a function to determine how many students do not have an **"Exam 3"** result.
6. On the **"Score Distribution"** chart sheet, remove the legend and display only the values as data labels above each column.