



## Exercise Two

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2.1 Create a new Workbook that contains a table Worksheet which is made up of the following items from the Products folder in the Products Business Area.

- Product Number
- Name
- Description
- Price
- Margin
- No In Stock

Name the worksheet Product List and save the workbook as EX2\_2.

In all subsequent exercises, a view of the expected result of the exercise is given, in some circumstances we do not ask you to make all the changes shown but expect you to do so !!

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And the worksheet looks as follows:

	Product Number	Name	Description	Price SUM	No In Stock SUM
1	10	RED BRICKS	PALETTE OF 500 QUALITY RED BRICKS	345.00	98
2	11	ROSE VINYL	BATHROOM AND KITCHEN ROSE COLOUR	5.99	89
3	22	1 HINGE PAC	RIGHT HAND SIDE PACK OF 2 HINGES	2.99	148
4	25	SLEDGEHAM	HEAVY DUTY SLEDGEHAMMER SUITABLE	29.99	83
5	20	GOLD EFFEC	GOLD EFFECT MIXER TAPS	65.99	77
6	3	RUBBER PLA	RUBBER PLANT SUITABLE FOR INDOOR	4.00	33
7	5	ROSE BUSH -	SMALL ROSE BUSH BEARING RED FLOW	12.99	2
8	6	BLUE CIRCLE	5KG BAG OF CEMENT	4.99	934
9	14	CROWN NON	2.5 LITRES OF MAGNOLIA COLOUR CRO	7.00	66
10	17	BATH SIDE P	ANTIQUE PINE FINISH BATH SIDE PANEL	40.00	9
11	18	BATH SIDE P	MAHOGANY FINISH BATH SIDE PANEL	40.00	2
12	21	1 HINGE PAC	LEFT HAND SIDE PACK OF 2 HINGES	2.99	33
13	2	Gnome	COLOURFUL GARDEN GNOME 1 FOOT IN	6.99	34
14	1	LAWNMOWER	BLADE TO FIT BLACK AND DECKER LAW	10.99	57
15	13	CROWN NON	2.5 LITRES OF BRILLIANT WHITE COLOU	7.00	57
16	16	NOSTALGIA S	NOSTALGIA BATHROOM SUITE IN WHITE	399.99	11
17	24	POZIDRIVE S	3 INCH LONG SCREWS	3.99	84
18	15	WALLPAPER	1KG BAG OF QUALITY WALLPAPER PAS	3.00	33
19	4	ROSE BUSH -	SMALL ROSE BUSH BEARING PINK FLOW	12.99	78
20	7	COARSE SAN	5KG BAG OF COARSE SAND	6.00	45
21	8	FINE SAND	2.5KG BAG OF FINE SAND	3.20	123
22	9	BREEZE BLO	PALETTE OF 500 BREEZE BLOCKS	209.99	342
23	12	5 BRUSH SET	PACKET OF 5 QUALITY PAINT BRUSHES	7.00	164
24	19	CHROME TAP	CHROME MIXER TAPS	60.99	45
25	23	POZIDRIVE S	1 INCH LONG SCREWS	3.99	48

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### 2.2 Remove the Description Item from the Worksheet, save as EX2\_2 ...

	Product Number	Name	Price SUM	No In Stock SUM
1	21	1 HINGE PACK (LH)	2.99	33
2	22	1 HINGE PACK (RH)	2.99	148
3	12	5 BRUSH SET	7.00	164
4	18	BATH SIDE PANEL -	40.00	2
5	17	BATH SIDE PANEL -	40.00	9
6	6	BLUE CIRCLE CEME	4.99	934
7	9	BREEZE BLOCKS	209.99	342
8	19	CHROME TAPS	60.99	45
9	7	COARSE SAND	6.00	45
10	13	CROWN NON DRIP C	7.00	57
11	14	CROWN NON DRIP C	7.00	66
12	8	FINE SAND	3.20	123
13	2	GNOME	6.99	34
14	20	GOLD EFFECT TAP:	65.99	77
15	1	LAWNMOWER BLAD	10.99	57
16	16	NOSTALGIA SUITE	399.99	11
17	23	POZIDRIVE SCREWS	3.99	48
18	24	POZIDRIVE SCREWS	3.99	84
19	10	RED BRICKS	345.00	98
20	4	ROSE BUSH - PINK	12.99	78
21	5	ROSE BUSH - RED	12.99	2
22	11	ROSE VINYL WALLP	5.99	89
23	3	RUBBER PLANT	4.00	33
24	25	SLEDGEHAMMER	29.99	83
25	15	WALLPAPER PASTE	3.00	33

Product List



## Exercise Two

2.3 Create a new table worksheet inside the workbook ex2\_2, made up of the following items from the Products Group folder. Save as EX2\_3

- Group Number
- Group Name
- Group Description

Change the name of the tab to 'Products Group'

	▶ Group Number	▶ Group Name	▶ Group Description
1	2	GARDENING	Contains gardening tools, plants and furniture
2	3	BUILDING	Building materials
3	4	DECORATING	Contains wallpaper and paint, etc
4	5	BATHROOM	Bathroom suites and accessories
5	1	HARDWARE	Hardware items including nuts and bolts

Product List   Products Group



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2.4 Create a new table worksheet inside the ex2\_3 workbook called Product Sales that contains the following information found in the various folders of the Products business area. Save as ex2\_4

- Sales Number
- Transaction Date
- Name
- Price
- Number of units
- Group Name

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## 2.4

	▶ Group Name	▶ Name	▶ Sales Number	▶ Transaction Date	▶ Price SUM	▶ Number Of Units SUM
1	GARDENING	LAWN MOWER BLADE	84119	12-MAY-1996	10.99	40
2	GARDENING	LAWN MOWER BLADE	84337	16-DEC-1996	10.99	53
3	GARDENING	LAWN MOWER BLADE	84450	08-APR-1997	10.99	26
4	GARDENING	LAWN MOWER BLADE	84520	17-JUN-1997	10.99	56
5	GARDENING	LAWN MOWER BLADE	84640	15-OCT-1997	10.99	50
6	GARDENING	LAWN MOWER BLADE	84686	30-NOV-1997	10.99	100
7	GARDENING	LAWN MOWER BLADE	84711	25-DEC-1997	10.99	83
8	GARDENING	LAWN MOWER BLADE	82925	03-FEB-1993	10.99	10
9	GARDENING	LAWN MOWER BLADE	83001	20-APR-1993	10.99	66
10	GARDENING	LAWN MOWER BLADE	83057	15-JUN-1993	10.99	50
11	GARDENING	LAWN MOWER BLADE	82450	17-OCT-1991	10.99	57
12	GARDENING	LAWN MOWER BLADE	83231	06-DEC-1993	10.99	20
13	GARDENING	G NOME	87062	04-JUN-1995	6.99	13
14	GARDENING	G NOME	87554	08-OCT-1996	6.99	27
15	GARDENING	G NOME	87624	17-DEC-1996	6.99	57
16	GARDENING	G NOME	87697	28-FEB-1997	6.99	93
17	GARDENING	G NOME	87814	25-JUN-1997	6.99	83
18	GARDENING	LAWN MOWER BLADE	85066	15-DEC-1998	10.99	50
19	GARDENING	LAWN MOWER BLADE	85108	26-JAN-1999	10.99	86
20	GARDENING	LAWN MOWER BLADE	85273	10-JUL-1999	10.99	33
21	GARDENING	LAWN MOWER BLADE	85391	05-NOV-1999	10.99	17
22	GARDENING	G NOME	85529	24-MAR-1991	6.99	80
23	GARDENING	G NOME	85623	26-JUN-1991	6.99	86
24	GARDENING	G NOME	85697	08-SEP-1991	6.99	26
25	GARDENING	G NOME	88399	31-JAN-1999	6.99	103
26	GARDENING	G NOME	88635	24-SEP-1999	6.99	80
27	GARDENING	G NOME	88639	28-SEP-1999	6.99	93
28	GARDENING	RUBBER PLANT	88986	11-SEP-1991	4.00	36

Product List  
  Products Group  
  Product Sales