

Exercise Two



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_1.dis in the C:\course directory. Please save all exercises in this directory.

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	6	BLUE CIRCLE CEMENT	5KG BAG OF CEMENT	4.99	934
2	19	CHROME TAPS	CHROME MIXER TAPS	60.99	45
3	23	POZIDRIVE SCREWS 1 INCH	1 INCH LONG SCREWS	3.99	48
4	24	POZIDRIVE SCREWS 3 INCH	3 INCH LONG SCREWS	3.99	84
5	8	FINE SAND	2.5KG BAG OF FINE SAND	3.20	123
6	7	COARSE SAND	5KG BAG OF COARSE SAND	6.00	45
7	20	GOLD EFFECT TAPS	GOLD EFFECT MIXER TAPS	65.99	77
8	9	BREEZE BLOCKS	PALETTE OF 500 BREEZE BLOCKS	209.99	342
9	21	1 HINGE PACK (LH)	LEFT HAND SIDE PACK OF 2 HINGES	2.99	33
10	18	BATH SIDE PANEL - MAHOGANY	MAHOGANY FINISH BATH SIDE PANEL	40.00	2
11	22	1 HINGE PACK (RH)	RIGHT HAND SIDE PACK OF 2 HINGES	2.99	148
12	16	NOSTALGIA SUITE	NOSTALGIA BATHROOM SUITE IN WHITE	399.99	11
13	12	5 BRUSH SET	PACKET OF 5 QUALITY PAINT BRUSHES	7.00	164
14	10	RED BRICKS	PALETTE OF 500 QUALITY RED BRICKS	345.00	98
15	15	WALLPAPER PASTE	1KG BAG OF QUALITY WALLPAPER PASTE	3.00	33
16	17	BATH SIDE PANEL - PINE	ANTIQUE PINE FINISH BATH SIDE PANEL	40.00	9
17	5	ROSE BUSH - RED	SMALL ROSE BUSH BEARING RED FLOWERS	12.99	2
18	4	ROSE BUSH - PINK	SMALL ROSE BUSH BEARING PINK FLOWERS	12.99	78
19	2	GNOME	COLOURFUL GARDEN GNOME 1 FOOT IN HEIGHT	6.99	34
20	11	ROSE VINYL WALLPAPER	BATHROOM AND KITCHEN ROSE COLOUR VINYL WALLPAPER	5.99	89
21	14	CROWN NON DRIP GLOSS -MAGNOLIA	2.5 LITRES OF MAGNOLIA COLOUR CROWN NON DRIP GLOSS	7.00	66
22	25	SLEDGEHAMMER	HEAVY DUTY SLEDGEHAMMER SUITABLE FOR FORESTRY WORK	29.99	63
23	3	RUBBER PLANT	RUBBER PLANT SUITABLE FOR INDOOR OR OUTDOOR GROWING	4.00	33
24	1	LAWNMOWER BLADE	BLADE TO FIT BLACK AND DECKER LAWMOWER MODEL NO Z201A	10.99	57
25	13	CROWN NON DRIP GLOSS - WHITE	2.5 LITRES OF BRILLIANT WHITE COLOUR CROWN NON DRIP GLOSS	7.00	57

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2.2 Remove the Description Item from the Worksheet, save as c:\course\ex2_2.dis ...

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



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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.dis

- 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.dis

- 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	LAWNMOWER BLADE	82161	01-JAN-1991	10.99	3
▶ 2	GARDENING	RUBBER PLANT	88733	01-JAN-1991	4.00	3
▶ 3	GARDENING	ROSE BUSH - PINK	92019	01-JAN-1991	12.99	3
▶ 4	GARDENING	ROSE BUSH - RED	95305	01-JAN-1991	12.99	3
▶ 5	BUILDING	RED BRICKS	111735	01-JAN-1991	345.00	3
▶ 6	DECORATING	WALLPAPER PASTE	128165	01-JAN-1991	3.00	3
▶ 7	BATHROOM	NOSTALGIA SUITE	131451	01-JAN-1991	399.99	3
▶ 8	HARDWARE	1 HINGE PACK (LH)	147881	01-JAN-1991	2.99	3
▶ 9	GARDENING	ROSE BUSH - PINK	92020	02-JAN-1991	12.99	6
▶ 10	GARDENING	ROSE BUSH - RED	95306	02-JAN-1991	12.99	6
▶ 11	BUILDING	RED BRICKS	111736	02-JAN-1991	345.00	6
▶ 12	DECORATING	WALLPAPER PASTE	128166	02-JAN-1991	3.00	6
▶ 13	BATHROOM	NOSTALGIA SUITE	131452	02-JAN-1991	399.99	6
▶ 14	BATHROOM	BATH SIDE PANEL - PINE	134738	02-JAN-1991	40.00	6
▶ 15	GARDENING	ROSE BUSH - PINK	92021	03-JAN-1991	12.99	10
▶ 16	GARDENING	ROSE BUSH - RED	95307	03-JAN-1991	12.99	10
▶ 17	BUILDING	RED BRICKS	111737	03-JAN-1991	345.00	10
▶ 18	DECORATING	ROSE VINYL WALLPAPER	115023	03-JAN-1991	5.99	10
▶ 19	BATHROOM	NOSTALGIA SUITE	131453	03-JAN-1991	399.99	10