

# Exercise Three



3.1 Place the Seer logo in the background of Workbook ex2\_4, Worksheet Product List. The logo can be found in *c:\course\seer\_watermark.bmp*. Save as ex3\_1.

	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 - MAHOGANY	40.00	2
5	17	BATH SIDE PANEL - PINE	40.00	9
6	6	BLUE CIRCLE CEMENT	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 GLOSS - WHITE	7.00	57
11	14	CROWN NON DRIP GLOSS -MAGNOLIA	7.00	66
12	8	FINE SAND	3.20	123
13	2	GNOME	6.99	34
14	20	GOLD EFFECT TAPS	65.99	77
15	1	LAWNMOWER BLADE	10.99	57
16	16	NOSTALGIA SUITE	399.99	11
17	23	POZIDRIVE SCREWS 1 INCH	3.99	48
18	24	POZIDRIVE SCREWS 3 INCH	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 WALLPAPER	5.99	89
23	3	RUBBER PLANT	4.00	33
24	25	SLEDGEHAMMER	29.99	83
25	15	WALLPAPER PASTE	3.00	33

# Exercise Three



3.2 Continuing with ex3\_1 and the current Worksheet, create an exception for all Products that have less than 10 units in stock. Save as ex3\_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 - MAHOGANY	40.00	2
5	17	BATH SIDE PANEL - PINE	40.00	9
6	6	BLUE CIRCLE CEMENT	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 GLOSS - WHITE	7.00	57
11	14	CROWN NON DRIP GLOSS -MAGNOLIA	7.00	66
12	8	FINE SAND	3.20	123
13	2	GNOME	6.99	34
14	20	GOLD EFFECT TAPS	65.99	77
15	1	LAWNMOWER BLADE	10.99	57
16	16	NOSTALGIA SUITE	399.99	11
17	23	POZIDRIVE SCREWS 1 INCH	3.99	48
18	24	POZIDRIVE SCREWS 3 INCH	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 WALLPAPER	5.99	89
23	3	RUBBER PLANT	4.00	33
24	25	SLEDGEHAMMER	29.99	83
25	15	WALLPAPER PASTE	3.00	33

# Exercise Three



3.3 Create another exception which highlights No In Stock between 45 and 100.  
Save as ex3\_3.

	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 - MAHOGANY	40.00	2
▶ 5	17	BATH SIDE PANEL - PINE	40.00	9
▶ 6	6	BLUE CIRCLE CEMENT	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 GLOSS - WHITE	7.00	57
▶ 11	14	CROWN NON DRIP GLOSS -MAGNOLIA	7.00	66
▶ 12	8	FINE SAND	3.20	123
▶ 13	2	GNOME	6.99	34
▶ 14	20	GOLD EFFECT TAPS	65.99	77
▶ 15	1	LAWNMOWER BLADE	10.99	57
▶ 16	16	NOSTALGIA SUITE	399.99	11
▶ 17	23	POZIDRIVE SCREWS 1 INCH	3.99	48
▶ 18	24	POZIDRIVE SCREWS 3 INCH	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 WALLPAPER	5.99	89
▶ 23	3	RUBBER PLANT	4.00	33
▶ 24	25	SLEDGEHAMMER	29.99	83
▶ 25	15	WALLPAPER PASTE	3.00	33

## Exercise Three

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3.4 This next exercise should give an error message, attempt to create an exception where the Number in Stock is less than 50. Delete the newly created exception to cure the problem.

3.5 Please format the current worksheet as the following ...

Remove the background watermark.

Format the Price Item to add the currency symbol.

Right Align the Product Number Item

Sort the Worksheet by Product Number

Centre Align the Name Item

Change the heading of the Price Sum to 'Cost'

Change the heading of the Number in Stock Sum to 'No. Stock'

Change all headings to be Times New Roman, 12 point and Bold

Change the Name Item to be Courier, Italic

Save as ex3\_5.dis

# Exercise Three



3.5

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

## Exercise Three

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3.6 Continuing with ex3\_5, add a Title which has the following elements ...

A title called 'List of Products'

Make this title Times New Roman, 24 point, Bold and Italic

Insert the Exceptions

Insert the Name of the Worksheet

Insert the Date and Time elements


Create a Page n of n in the bottom right hand corner

Add the Seer Watermark logo in the left hand corner

# Exercise Three



3.6

 <div style="text-align: center;"> <h2>List of Products</h2> <p>No. Stock &lt;= 10, No. Stock between 45 and 100</p> <p><b>Product List</b></p> <p><b>Ran on 09-May-05 at 15.13.41</b></p> <p style="text-align: right;"><b>Page 1 of 1</b></p> </div>				
	Product Number	Name	Cost	No. Stock
▶ 1	1	LAWN MOWER BLADE	£10.99	57
▶ 2	2	GNOME	£6.99	34
▶ 3	3	RUBBER PLANT	£4.00	33
▶ 4	4	ROSE BUSH - PINK	£12.99	78
▶ 5	5	ROSE BUSH - RED	£12.99	2
▶ 6	6	BLUE CIRCLE CEMENT	£4.99	934
▶ 7	7	COARSE SAND	£6.00	45
▶ 8	8	FINE SAND	£3.20	123
▶ 9	9	BREEZE BLOCKS	£209.99	342
▶ 10	10	RED BRICKS	£345.00	98
▶ 11	11	ROSE VINYL WALLPAPER	£5.99	89
▶ 12	12	5 BRUSH SET	£7.00	164
▶ 13	13	CROWN NON DRIP GLOSS - WHITE	£7.00	57
▶ 14	14	CROWN NON DRIP GLOSS - MAGNOLIA	£7.00	66
▶ 15	15	WALLPAPER PASTE	£3.00	33
▶ 16	16	NOSTALGIA SUITE	£399.99	11
▶ 17	17	BATH SIDE PANEL - PINE	£40.00	9
▶ 18	18	BATH SIDE PANEL - MAHOGANY	£40.00	2
▶ 19	19	CHROME TAPS	£60.99	45
▶ 20	20	GOLD EFFECT TAPS	£65.99	77
▶ 21	21	1 HINGE PACK (LH)	£2.99	33
▶ 22	22	1 HINGE PACK (RH)	£2.99	148
▶ 23	23	POZIDRIVE SCREWS 1 INCH	£3.99	48
▶ 24	24	POZIDRIVE SCREWS 3 INCH	£3.99	84
▶ 25	25	SLEDGEHAMMER	£29.99	83

## Exercise Three

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3.7 Create a new table worksheet within the workbook ex3\_6 called Employee Information which uses the following items from within the Employee and Location Details Business Area...

- Employee Name
- Employee Extno
- Indoctrination
- Working with Others
- Customer Liaison
- Team Leader
- Head of Department

Create an ascending sort on the Employee Name column.

Make the font of the headings bold

Make the title 'Employee Information'

bold. Save as ex3\_7. The worksheet should look as follows when complete:



# Exercise Three



## 3.7

Employee Information							
	Employee Name	Employee Extno	Indoctrination	Working With Others	Customer Liaison	Team Leader	Head Of Department
1	ANDREW WEAVER	1452	Y	N	N	N	N
2	CORRIE LANE	1283	Y	Y	Y	N	N
3	DAVID COOKE	1810	Y	Y	Y	Y	Y
4	DEBBIE BUSHELL	1450	Y	N	Y	N	Y
5	DELME DAVIES	1370	Y	N	Y	N	Y
6	DONNA HURT	1371	Y	Y	Y	Y	Y
7	EMMA SPACEY	1260	Y	N	N	Y	Y
8	GABRIELLA RAYNER	1392	Y	Y	Y	N	N
9	GARY MANN	1492	Y	Y	N	N	N
10	GAYNOR TILLEY	1451	Y	N	Y	Y	Y
11	GEMMA RICHARDS	1261	Y	Y	Y	Y	Y
12	HEIDI FULLER	1390	Y	N	Y	N	Y
13	JANE PHILPIN	1520	Y	N	Y	N	Y
14	JOHN ARNOLD	1521	Y	Y	Y	Y	Y
15	JOSH JACOBS	1991	Y	Y	Y	N	Y
16	JOSH MAKEY	1391	Y	Y	Y	Y	Y
17	KELVIN HUGHES	1372	Y	Y	Y	N	N
18	LARA CRIDLAND	1820	N	Y	N	N	N
19	LAWRENCE PETTIFOR	1491	Y	Y	Y	Y	Y
20	MARGARET WEBB	1522	Y	Y	Y	N	N
21	MELANIE RICHARDS	1250	Y	Y	Y	N	Y
22	OWEN DAVIES	1280	Y	Y	Y	N	Y
23	PAUL LEWIS	1472	Y	Y	N	N	N
24	PAUL MILLER	1252	N	Y	Y	N	N
25	QUENTIN BUTTERWORTH	1470	Y	Y	Y	N	Y
26	RHIAN PAINTER	1281	Y	Y	Y	Y	N
27	RYAN KENNING	1251	Y	Y	Y	Y	Y
28	SINITTA SUTTON	1490	Y	Y	Y	N	Y
29	TERRY SMITH	1262	Y	Y	Y	N	N
30	ZOE MORGAN	1471	Y	Y	Y	Y	Y



# Exercise Three

3.8 Modify ex3.7 to include an exception which highlights all the employees that have not been on the Customer Liaison course in blue and all employees that have not been on the Working With Others course in yellow. Change the background to a colour of your choice and display the exceptions in the title. Save as ex3\_8.

Employee Information							
Working With Others = N, Customer Liaison = N							
	Employee Name	Employee Extno	Indoctrination	Working With Others	Customer Liaison	Team Leader	Head Of Department
1	ANDREW WEAVER	1452	Y	N	N	N	N
2	CORRIE LANE	1283	Y	Y	Y	N	N
3	DAVID COOKE	1810	Y	Y	Y	Y	Y
4	DEBBIE BUSHELL	1450	Y	N	Y	N	Y
5	DELME DAVIES	1370	Y	N	Y	N	Y
6	DONNA HURT	1371	Y	Y	Y	Y	Y
7	EMMA SPACEY	1260	Y	N	N	Y	Y
8	GABRIELLA RAYNER	1392	Y	Y	Y	N	N
9	GARY MANN	1492	Y	Y	N	N	N
10	GAYNOR TILLEY	1451	Y	N	Y	Y	Y
11	GEMMA RICHARDS	1261	Y	Y	Y	Y	Y
12	HEIDI FULLER	1390	Y	N	Y	N	Y
13	JANE PHILPIN	1520	Y	N	Y	N	Y
14	JOHN ARNOLD	1521	Y	Y	Y	Y	Y
15	JOSH JACOBS	1991	Y	Y	Y	N	Y
16	JOSH MAKEY	1391	Y	Y	Y	Y	Y
17	KELVIN HUGHES	1372	Y	Y	Y	N	N
18	LARA CRIDLAND	1820	N	Y	N	N	N
19	LAWRENCE PETTIFOR	1491	Y	Y	Y	Y	Y
20	MARGARET WEBB	1522	Y	Y	Y	N	N
21	MELANIE RICHARDS	1250	Y	Y	Y	N	Y
22	OWEN DAVIES	1280	Y	Y	Y	N	Y
23	PAUL LEWIS	1472	Y	Y	N	N	N
24	PAUL MILLER	1252	N	Y	Y	N	N
25	QUENTIN BUTTERWORTH	1470	Y	Y	Y	N	Y
26	RHIAN PAINTER	1281	Y	Y	Y	Y	N
27	RYAN KENNING	1251	Y	Y	Y	Y	Y
28	SINITTA SUTTON	1490	Y	Y	Y	N	Y
29	TERRY SMITH	1262	Y	Y	Y	N	N
30	ZOE MORGAN	1471	Y	Y	Y	Y	Y

## Exercise Three

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3.9 In the Product Sales worksheet of ex3\_8, group sort the data so that all sales for a particular Product Group are displayed together.

In addition, make the following formatting changes ...

Give Price Sum a currency symbol

Make Group Name Impact font

Change the heading of Price Sum to Price

Change the heading of Number of Units Sum to No. Units

Make the Background of the headings Blue

Make the Text of the headings Yellow

Create an additional Group Sort on Name

Save as ex3\_9.dis