

IFS 104 Homework #5

Excel Lists

Use the concepts and examples of **Chapter 5** as your guide.

Save all your files in the `homework05` folder on your k: drive.

1. Please start with the “Union Employee List” from the data disk for Project 5. This list is featured in Apply your Knowledge 1. Name this list “Database”. For each part below, use the advanced filter command to extract the matching records. Do all this on a separate sheet from the list and please save your criteria ranges. Extract all records of:
 - a) Female employees who are also electricians
 - b) Welders who are also men over the age of 25
 - c) Employees at least 45 years old or with seniority level greater than 15
 - d) Employees with last names that begin with “G”
 - e) Only males from department 6 or 7
 - f) Any employee between the ages of 35 and 44

2. Complete “In the Lab 1 Apothecary Sales Rep List” on page 369. Here are some special instructions:
 - Part 1: I have entered the data for you, if you like. It’s in a web page in the common area, homework folder.
 - Part 2: Create a worksheet and call it “Autofilter results.” Do each of the 12 filters listed on the page, then copy the records that are showing to this page. I recommend you execute a Data/Filter/Show All after each filter to clear the criteria you are setting. Please label each set of records as you copy them: “Part 1”, “Part 2” and so on.
 - Part 3: Do these sorts using either Autofilter or Data/Sort. Do a copy/paste of your records after your Part 3 sort and copy your results to a new worksheet called “Sort Results.” Please don’t do that last step of hiding your columns. Yuk.
 - Part 4: You can skip this “Subtotals” question.
 - Part 5: Save your list in CSV format to `apothecary_sales.txt`.

3. Hey guys, remember that grade book example that we did in class? Please make a copy to your homework folder from my common area, lecture folder. I think the file name is grades.xls
 - a) Add a "Grade" column where you use VLOOKUP to convert each student's total score into a letter grade. Use the standard North Central College grade scale; it's listed in our syllabus.
 - b) Properly format this puppy.
 - c) Create a list for your data. Don't include your average, best, worst row, of course.
 - d) Use Data/Form to add at least 7 more students. You get to make up the grades, just like ole Prof Bill (ha!)
 - e) Name your list region "Database." Use your name and the cool D-functions to answer the next 3 questions.
 - f) What is the average "Final Exam" score of all students who got an A, A-, B+, B, or B-?
 - g) How many students got 25 or better on both the "Midterm Exam" and the "Final Exam?"
 - h) What was the lowest "Project" score of any student with a "Total Score" of 75 or better?
4. **Web special** – Save your grades worksheet from step 3 to a web page... somewhere on your w: drive.
 - a) Save your grades worksheet from step 3 as a web page to some file (grades.htm) on your w> drive.
 - b) Add a hyperlink in your index.htm file to grades.htm. Put a little description in there of what the link is.
 - c) Edit grades.htm using FrontPage. It may be a little tricky because FrontPage may try to get Excel to do the editing. To prevent this, when you do File/Open, look at the Open button on the bottom... click the arrow and select "Open in Microsoft FrontPage." Once you've got that, try cleaning up some of the weird editing choices that Excel made when it created the file. Right-click on stuff... use the editing icons at the top... I'm not expecting miracles, just play a bit and improve what you see. Then save and try it on your web page.