

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.

This long, gnarly homework will be worth 7 points.

1. Please start with the “Union Employee List” from the data disk for Project 5. This list is featured in Apply your Knowledge 1. Create the list and name it “Database”. Complete parts 1-6 on page 368, and please:
 - Use **advance filter**,
 - Extract your matching records to a separate worksheet, and
 - Save your criteria ranges

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** called `apothecary_sales.htm` in the common area, homework folder. Import this web page into Excel.

 - 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. Complete Cases & Places 1, 2 and 3 on page 376. Please note:
 - Save your workbook for each sort in C&P 2. For example, `allied_sports_sort1.xls`, `allied_sports_sort2.xls`, etc. Don’t forget to start from your original file with each sort.

 - In C&P 3, please use advanced filter to extract the records to a separate worksheet.

4. Hey guys, remember that population example that we did in Homework #2? That was a nice, big example, so let's do some list stuff with it. If you didn't "get" that one, my solution is available as a starting point in the common area on the k: drive. Go:

a) Add a "Population Density" column that calculates the number of people per square kilometer.

b) Now add a "Density Note" column that uses a lookup table to comment on how crowded each country is. Use the following scale:

Density (people/sq km)	Note
< 25	Wide open
<100	Nice
<1,000	Reasonable
>1,000	Crowded

c) With your two new fields, create a list for your data. Don't include your average, best, worst row, of course. Name the list "Database" to make your life easier.

Use D-functions (on a separate worksheet) to answer the following questions:

d) What is the average population of the top ten countries in the list?

e) How many countries are notes as "Wide open" or "Nice"?

f) What is the largest population of a country considered to be "Wide open" and with a negative yearly growth percentage?

g) What is the smallest area of a country with a rank between 100 and 175?

5. OK, you're brimming with confidence now... Go back to that C&P 1-3 example, Allied Sports. Create your own fun questions for each of the following D-functions:

a) dcount,

b) daverage,

c) dsum, and

d) dmax

6. **Web special** – Save your population worksheets from step 4 to a web page... somewhere on your w: drive.
- a) Save your population worksheets from step 4 as web pages. You should have at least two pages, one for the list and another for the D-function questions and answers. Save these files to your w: drive.

 - b) Add a hyperlink in your `index.htm` file to each of your population files. Put a little description in there of what the link is.

 - c) Edit your population web pages 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.