

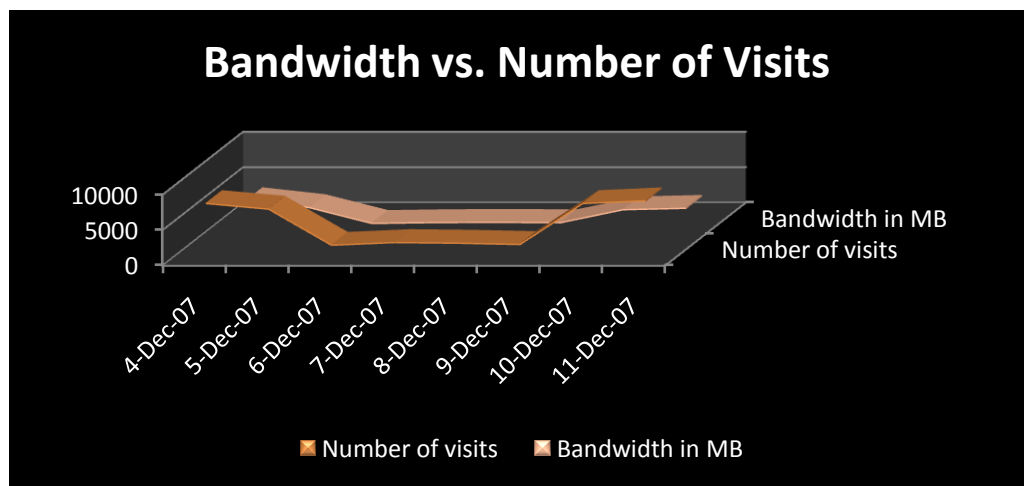
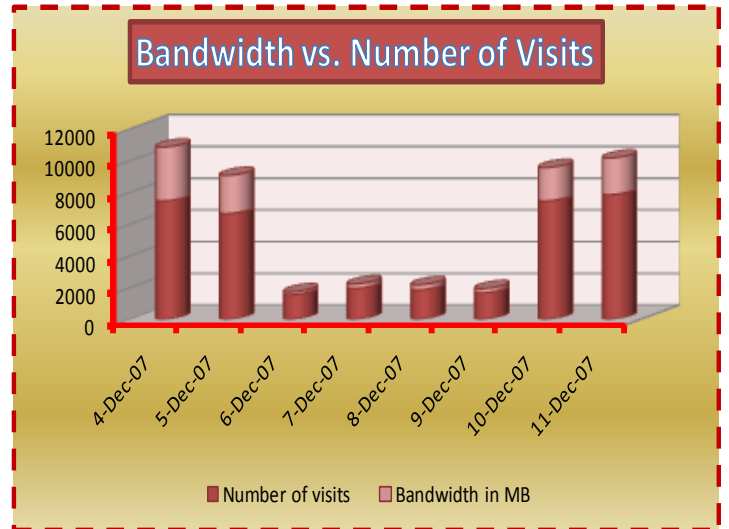


# American University of Beirut

Department of Computer Science  
CMPS 209- Excel Exercises

- OPEN “Excel - DATASET .xlsx” excel sheet and use the *Save As* feature to save a copy of this file in your folder on the Z:// drive. The filename should be as follows: “**Yourname- LabMidterm-PART3**”.
- Open the "Charts" sheet. This sheet shows the number of visits and the amount of bandwidth consumed per day from Decemeber 4 till Decemeber 11.
- For the existing table do the following: Insert a **Stacked Cylinder** chart.
- Copy and paste this chart in the same sheet and do the following changes to it (as shown below) :

- For the title:
  - a) Font to: *Kristen ITC* and its size to 18.
  - b) WordArt style to: **gradient fill - Accent 1**.
  - c) background fill to: **Moderate Effect - Accent 2**
- Change the chart style to *Style 36*
- Apply the *Gold* gradient style to the charts background
- Rotate the Chart around x by 60 degrees.
- Finally do the necessary changes for the **Axes, Legend** and **border** so that the chart appears as below.



- On the same sheet, copy the chart you just modified and do the following, (as shown in the figure below):
  - Change the chart type to 3D-Line.
  - Change this chart's style to **Style 48**

#### Exercise 4

- Open Sheet1 and rename it to “Days of Month”.
- This sheet shows the number of visits, pages, and hits that a user has made while surfing the internet during the month of November, it also display the consumed Bandwidth (amount of data downloaded of the internet).
- **Insert a new Column BEFORE Column B** and fill its values with days of the week (Tuesday, Wednesday...). Note start with TUESDAY. (**Keep column A empty**).
- Merge the cells B1 and C1, B32 and C32, B33 and C33.
- Apply Filling and borders to your table as shown in the figure below.

| Day       | Number of visits | Pages     | Hits       | Bandwidth   | Bandwidth in MB | Comment  |             |
|-----------|------------------|-----------|------------|-------------|-----------------|----------|-------------|
| Tuesday   | 1-Nov-07         | 7,461     | 240,026    | 1,099,518   | 3.32 GB         | 3399.68  | High        |
| Wednesday | 2-Nov-07         | 6,657     | 218,767    | 1,007,802   | 2.36 GB         | 2416.64  | High        |
| Thursday  | 3-Nov-07         | 1,559     | 28,229     | 102,051     | 176.2 MB        | 176.22   | Low         |
| Friday    | 4-Nov-07         | 1,943     | 44,983     | 197,860     | 295.1 MB        | 295.13   | Low         |
| Saturday  | 5-Nov-07         | 1,851     | 44,701     | 212,590     | 331.9 MB        | 331.94   | Low         |
| Sunday    | 6-Nov-07         | 1,663     | 41,360     | 187,022     | 273.1 MB        | 273.11   | Low         |
| Monday    | 7-Nov-07         | 7,456     | 259,288    | 1,224,896   | 2.06 GB         | 2109.44  | Really High |
| Tuesday   | 8-Nov-07         | 7,850     | 230,952    | 1,074,637   | 2.26 GB         | 2314.24  | High        |
| Wednesday | 9-Nov-07         | 8,025     | 243,608    | 1,128,340   | 2.67 GB         | 2734.08  | Really High |
| Thursday  | 10-Nov-07        | 7,769     | 227,562    | 1,027,321   | 2.42 GB         | 2478.08  | High        |
| Friday    | 11-Nov-07        | 7,202     | 210,587    | 944,556     | 2 GB            | 2048     | High        |
| Saturday  | 12-Nov-07        | 2,522     | 55,190     | 239,452     | 484.8 MB        | 484.84   | Low         |
| Sunday    | 13-Nov-07        | 1,954     | 41,293     | 172,716     | 360.7 MB        | 360.72   | Low         |
| Monday    | 14-Nov-07        | 7,722     | 240,132    | 1,078,511   | 2.2 GB          | 2252.8   | High        |
| Tuesday   | 15-Nov-07        | 7,694     | 224,795    | 987,733     | 2.43 GB         | 2488.32  | High        |
| Wednesday | 16-Nov-07        | 7,390     | 222,062    | 965,239     | 2.23 GB         | 2283.52  | High        |
| Thursday  | 17-Nov-07        | 7,750     | 189,602    | 970,743     | 2.23 GB         | 2283.52  | High        |
| Friday    | 18-Nov-07        | 6,760     | 151,026    | 866,368     | 2.1 GB          | 2150.4   | High        |
| Saturday  | 19-Nov-07        | 2,545     | 43,133     | 221,886     | 719.2 MB        | 719.16   | Low         |
| Sunday    | 20-Nov-07        | 1,956     | 32,315     | 155,650     | 469.5 MB        | 469.45   | Low         |
| Monday    | 21-Nov-07        | 7,418     | 174,604    | 1,026,809   | 2.5 MB          | 2.5      | High        |
| Tuesday   | 22-Nov-07        | 2,593     | 40,229     | 183,515     | 492.6 MB        | 492.55   | Low         |
| Wednesday | 23-Nov-07        | 7,840     | 177,645    | 1,043,319   | 2.55 GB         | 2611.2   | High        |
| Thursday  | 24-Nov-07        | 7,657     | 169,771    | 964,365     | 2.45 GB         | 2508.8   | High        |
| Friday    | 25-Nov-07        | 7,320     | 154,512    | 869,989     | 2.64 GB         | 2703.36  | High        |
| Saturday  | 26-Nov-07        | 2,581     | 54,210     | 265,511     | 691.6 MB        | 691.64   | Low         |
| Sunday    | 27-Nov-07        | 2,051     | 38,899     | 172,264     | 428 MB          | 428.01   | Low         |
| Monday    | 28-Nov-07        | 7,779     | 184,492    | 1,062,124   | 3.13 GB         | 3205.12  | High        |
| Tuesday   | 29-Nov-07        | 115       | 903        | 4,461       | 15.36 MB        | 15.36    | Low         |
| Wednesday | 30-Nov-07        | -         | -          | -           | 0 MB            | 0        | Low         |
| Average   |                  | 5036.10   | 132829.20  | 648574.93   |                 | 1490.93  |             |
| Total     |                  | 151083.00 | 3984876.00 | 19457248.00 |                 | 44727.83 |             |

- In column H (now it became I), calculate the bandwidth in MB. In order to do so, you MUST use the number in K2 (now it is L2).
- Calculate the AVERAGE and TOTAL Number of Visits, Pages, and Hits. **Note** that you can also use the AutoFill in your calculations.
- Using the value in M3, Insert a **formula** in I3 that calculates the “Bandwidth in MB”. **Note** that you can also use the AutoFill in your calculations.
- Change the cell styles of all the cells in the range from D3 to F32 to number format with Comma[0].
- Apply Blue Data Bars to the values under “Hits” and “Pages” as shown above.

- In the 'Days of Month' Sheet, fill the values in the comment column according to the following:
  - "Low" if Number of pages is less than 100,000
  - "High" if Number of pages is greater than 100,000
  - "Really high" if BOTH the number of pages is greater than 100,000 AND the number of Hits is greater than 1,100,000.
  
- Record a macro named "Revised" with a shortcut Ctrl + N that:
  - Merges cells L19 to L34.
  - Gives the merged cell a black fill color.
  - Writes in the merged cell: "Sheet Revised By: *"your name."*"
  - Changes the text's font color to white.
  - Changes this text's orientation to -90 degrees and its vertical and horizontal alignment to Center.
  - Gives the merged cell a thick red border.**THEN STOP RECORDING.**
  
- Copy this sheet, and rename it to "Days of Month EXTRA".
- On the copied sheet, insert a **function in L6** that gives the corresponding *Bandwidth in MB* for the date with 7202 *visits*.

**!!!!!! SAVE YOUR WORK !!!!!!**

**Good Luck 😊!**