Independent Challenge 2 (continued)

f. Center the column labels.
g. Use conditional formatting so that entries for Year of Membership Expiration that are between 2017 and 2019 appear in green fill with bold black text. *(Hint: Create a custom format for cells that meet the condition.)*
h. Adjust any items as necessary, then check the spelling.
i. Change the name of the Sheet1 tab to one that reflects the sheet’s contents, then add a tab color of your choice.
j. Enter your name in an empty cell, then save your work.
k. Preview the worksheet in Backstage view, make any final changes you think necessary, then submit your work to your instructor as directed. Compare your work to the sample shown in FIGURE C-30.
l. Close the workbook, then exit Excel.

Independent Challenge 3

Prestige Press is a Boston-based publisher that manufactures children’s books. As the finance manager for the company, one of your responsibilities is to analyze the monthly reports from the five district sales offices. Your boss, Joanne Benningen, has just asked you to prepare a quarterly sales report for an upcoming meeting. Because several top executives will be attending this meeting, Joanne reminds you that the report must look professional. In particular, she asks you to emphasize the company’s surge in profits during the last month and to highlight the fact that the Northeastern district continues to outpace the other districts.

a. Plan a worksheet that shows the company’s sales during the first quarter. Assume that all books are the same price. Make sure you include the following:
   - The number of books sold (units sold) and the associated revenues (total sales) for each of the five district sales offices. The five sales districts are Northeastern, Midwestern, Southeastern, Southern, and Western.
   - Calculations that show month-by-month totals for January, February, and March, and a 3-month cumulative total.
   - Calculations that show each district’s share of sales (percent of total sales).
   - Labels that reflect the month-by-month data as well as the cumulative data.
   - Formatting enhancements such as data bars that emphasize the recent month’s sales surge and the Northeastern district’s sales leadership.

b. Ask yourself the following questions about the organization and formatting of the worksheet: What worksheet title and labels do you need, and where should they appear? How can you calculate the totals? What formulas can you copy to save time and keystrokes? Do any of these formulas need to use an absolute reference? How do you show dollar amounts? What information should be shown in bold? Do you need to use more than one font? Should you use more than one point size?

c. Start Excel, then save a new, blank workbook as **EX C-Prestige Press** to the location where you store your Data Files.