MS Excel: Querying (Web)

Week 7 Assignment

Start with a new spreadsheet in Microsoft Excel online or installed version of Microsoft Excel with no template applied. A template is not allowed for assignment.

	A	B	C	D	E
1	**Inventory Data**				
2					
3	**Inventory Number**	**Description**	**Manufacturer**	**List Price**	**Quantity in Stock**
4	AX1D1	projector	Aidus	$595.00	2
5	CD7XL	coder	Boles	$195.00	4
6	R562W	stylus	Indirection	$ 49.00	14
7	TP45L	touch pad	Gladstone	$180.00	2
8	BC30W	card reader	Boles	$199.00	11
9	MX550	scanner/fax	Menem	$295.00	2
10	QR123	bar code scanner	Boles	$375.00	5
11					

A local company would like to be able to search their inventory in an easy manner. They have given you data in table above, then:

- *Create the table above in excel.*
    - o *Add two more rows of inventory data of your choice.*
    - o *Format the column headings to be bold.*
    - o In Cell A14 put your name and GID number
- *Save workbook before filters as CS155Week7LastnameFirstName.*
    - o Ensure you use your own lastname and firstname in filename.
- Perform the following filters.
    - o All inventory items with more than 10 in stock.
        - ▪ *Save as CS155Week7**A**LastnameFirstName*
    - o All inventory items from the manufacturer, Boles.
        - ▪ *Save as CS155Week7**B**LastnameFirstName*
    - o All inventory items under $100.
        - ▪ *Save as CS155Week7**C**LastnameFirstName*
    - o All inventory items with 5 or less in stock and a list price of less than $300.
        - ▪ *Save as CS155Week7**D**LastnameFirstName*

Five files will be attached and submitted in one submission

- *File one –Saved before beginning extractions. Save as CS155Week7LastnameFirstName*
- *File two—Saved after Filter A. Save as CS155Week7ALastnameFirstName*
- *File three— Saved after Filter B. Save as CS155Week7BLastnameFirstName*

- *File four-- Saved after Filter C. Save as CS155Week7CLastnameFirstName*
- *File five-- Saved after Filter D. Save as CS155Week7DLastnameFirstName*

Grading Criteria Assignment	Maximum Points
Create workbook table with correct data	15
Column headings bold	5
Added two rows of data	10
Filter A: all inventory items with more than 10 in stock	15
Filter B: all inventory items from the manufacturer, Boles	15
Filter C: all inventory items under $100	15
Filter D: all inventory items with 5 or less in stock and a list price of less than $300	15
Cell A14 - name and GID number	10
Override for incorrect file type, template used or incorrect content	
	100