

(18PR) Capstone Project Instructions

Last Changed: 8/20/2020

This project consists of THREE PARTS to be completed on your PC/MAC and uploaded into your EagleOnline/Canvas course to be graded by your professor:

- **Part 1 - PPT Project:** This project includes a PPT presentation based on the **topic provided to you by your instructor.**
- **Part 2 - WORD Project:** This project is based on Word modules.
- **Part 3 - EXCEL Project:** This project is based on Excel modules.

**Perform the steps in the order listed. Check your work before submitting
(Print this sheet if needed)**


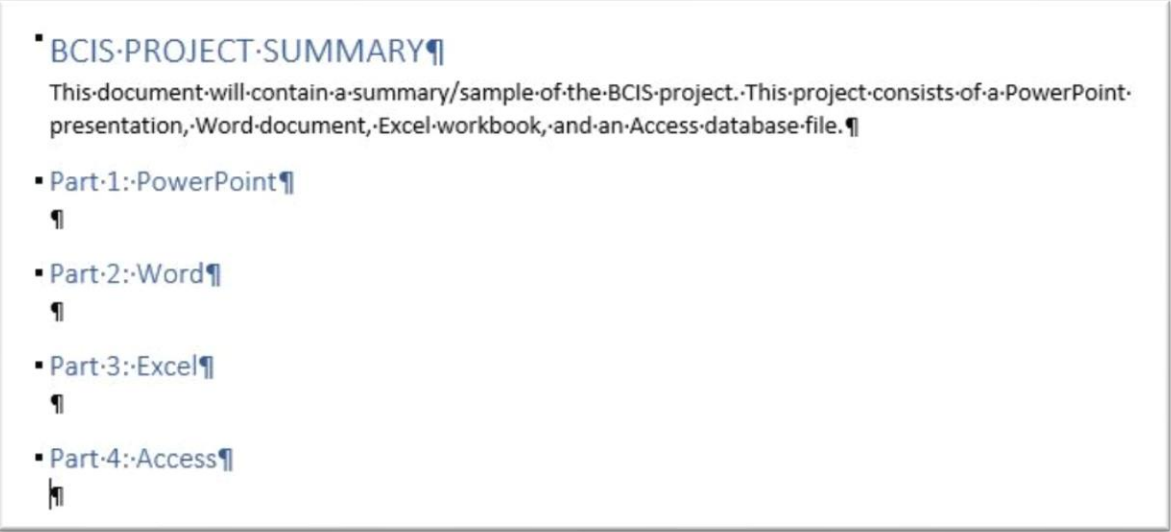
NOTE: Make sure to view the (18PR) PPT Sample Solution.pdf link within this module to get some ideas on how to incorporate the features listed below into a PPT presentation.

Steps	Part 1 - PPT Project Instructions	Points
1.	Create a new PowerPoint presentation file on your PC (or flash drive) named 18PR_ppt_LastFirst , where LastFirst is your actual Lastname and Firstname (For example, if your name is Mary Smith, you will name the file 18PR_ppt_SmithMary)	1
2.	TOPIC for PowerPoint Project → <u>Check with your Instructor</u> Some rules to follow in creating your presentation along with some suggestions: <ol style="list-style-type: none"> Do not use foul language (keep it clean) Do not make sexual innuendoes Keep it “G-rated” (something you could have kids to read) Try to “teach” or “inform” 	1
3.	Presentation should contain no less than 10 and no more than 20 slides.	1
4.	Use a template or a theme. For Templates: Click on File/New, and then you can select <u>PowerPoint presentations and slides, Sample Templates</u> , or you can enter a module in the “Search Office.com for Templates” box to search for various templates (though that will also give you invitations, and all sorts of other things)	2
5.	Use at least 3 slide layout choices. You must use at least: <ol style="list-style-type: none"> 1-Title Slide (<i>this is to be your first slide</i>) 1-Title and Content Slide 1-Two Content Slide (any type of two content slide) 	2
6.	Follow the 7 x 7 rule <ol style="list-style-type: none"> 7 x 7 rule means do not exceed 7 words per line, and 7 lines per slide. Follow the rule for the <i>most</i> part (exceptions here and there are fine). 	2
7.	Adjust font sizes and colors as appropriate. It should be easy to read. For example, do not use a yellow font on a white background.	2


Steps	Part 1 - PPT Project Instructions	Points
8.	Create an Overview slide. That is, after the first slide (title slide), the next slide should be titled Overview . It should contain a list of all the slides in your presentation. This gives the audience an overview of the presentation.	2
9.	Add speaker notes to your <i>Overview slide</i>. Remember, this is why the 7x7 rule works. Use speaker notes when you want to convey more information than is on the slide. Print using Notes Pages, and then make sure and “talk” about “your notes” during your presentation!	2
10.	Using Graphics Effectively: a. Insert at least 1 “Online Picture” and resize (if necessary) b. Change the Picture Style of the picture!	2
11.	a. Insert a shape into a slide b. Enhance your shape by adding color and using a shape style. c. Now add text to your shape by adding a text box on the shape.	3
12.	Create a SmartArt on at least 1 slide	2
13.	Create a Table in at least 1 slide	2
14.	The last slide of your presentation should be titled: “Contact Information”. This is a slide will give your audience information on how to get in contact with you at a later time, if necessary. Your NAME, Your PHONE, and EMAIL must be on this slide (Note: you can put a fake phone number and email if you like).	2
15.	Apply a transition to ALL slides. You can use the same transition on all slides, or a different transition for each slide.	2
16.	Include (on all slides) a footer that includes: a. The date b. A slide number c. Footer text of: By: Firstname Lastname. Replace the word Lastname with your last name and replace Firstname with your first name. For example, if your name is Tom Jones, then your footer text would be: <i>By: Tom Jones</i> . d. Check the box so that the footer does not show on the title slide!	2
17.	Be sure to check the presentation for spelling errors.	2
18.	<ul style="list-style-type: none"> • Save and Close the PowerPoint presentation. • You may now proceed to word project instructed below. 	0
TOTAL POINTS		32

NOTE: Make sure to view the [\(18PR\) PPT Sample Solution.pdf](#) link within this module to get some ideas on how to incorporate the features listed above into a PPT presentation.

Steps	Part 2 - WORD Project Instructions	Points
19.	<p>Create a new Word document on your PC (or flash drive) named 18PR_word_LastFirst, where LastFirst is your actual Lastname and Firstname (<i>For example, if your name is Mary Smith, you will name the file 18PR_word_SmithMary</i>)</p>	1
20.	<p>Enter the following text into your empty, newly created Word file:</p> <div data-bbox="224 373 1380 682" style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p>This document will contain a summary/sample of the BCIS project. This project consists of a PowerPoint presentation, Word document, Excel workbook, and an Access database file.</p> <p>Part 1: PowerPoint</p> <p>Part 2: Word</p> <p>Part 3: Excel</p> <p>Part 4: Access</p> </div> <div data-bbox="1201 525 1510 714" style="border: 1px solid gray; padding: 5px; transform: rotate(-5deg); margin: 10px 0;"> <p>Tip: Make sure and add a space after each colon and comma.</p> </div>	2
21.	<p>Insert a <u>Footer</u> into the document with Your Name in the <u>left</u> section, today's date in the <u>center</u> (choose any style but make sure it is <u>NOT</u> automatically updated) then, tab to the <u>right</u> section and insert a Page Number in the Current Position, choosing Accent Bar 1 style (<i>see image below</i>).</p> <p><i>Note: It is very important to choose <u>Current Position</u> after you select the Page Number drop-down arrow.</i></p> <div data-bbox="240 993 1393 1129" style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Your-Name → Wednesday, March 21, 2018 → 1 Page</p> </div>	2
22.	<p>Add 4 blank lines into your file as follows (<i>see image below</i>):</p> <ol style="list-style-type: none"> a. <u>Move your cursor</u> to the end of the second paragraph, Part 1: PowerPoint, and then <u>press Enter</u> to add a new blank line. b. Add three more new blank lines by <u>pressing Enter</u> after the following <i>three</i> paragraphs: <ul style="list-style-type: none"> Part 2: Word Part 3: Excel Part 4: Access <div data-bbox="224 1518 1393 1976" style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p>This document will contain a summary/sample of the BCIS project. This project consists of a PowerPoint presentation, Word document, Excel workbook, and an Access database file. ¶</p> <p>Part 1: PowerPoint ¶</p> <p>¶</p> <p>Part 2: Word ¶</p> <p>¶</p> <p>Part 3: Excel ¶</p> <p>¶</p> <p>Part 4: Access ¶</p> <p>¶</p> </div> <div data-bbox="1023 1680 1526 1911" style="border: 1px solid gray; padding: 5px; transform: rotate(-5deg); margin: 10px 0;"> <p>Tip: Formatting marks are turned on. Notice how the · marks indicate spaces, and the paragraph marks ¶ indicate the Enter key was pressed.</p> </div>	2

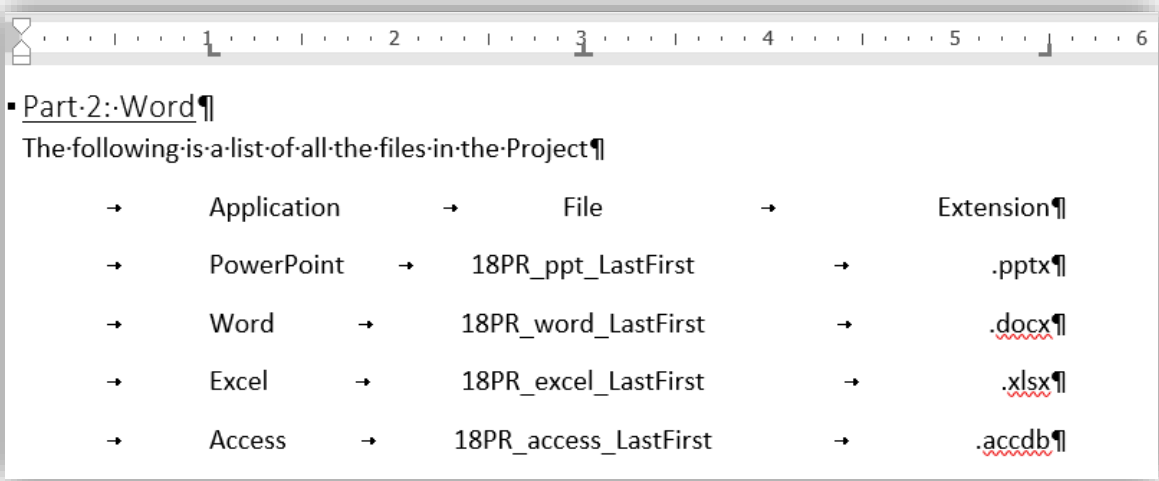
Steps	Part 2 - WORD Project Instructions	Points
23.	<p>Add a heading title to your file as follows (see image below):</p> <ol style="list-style-type: none"> Move your cursor to the top of the document by pressing Ctrl-Home and then Enter to create a new blank line at the top of the file. Press Ctrl-Home again to move to the top of the file and then <u>enter the following</u> text: BCIS PROJECT SUMMARY From the <i>Home</i> menu, in the <i>Styles</i> group, <u>change the style</u> of the heading text to the Heading 1 style. 	2
24.	<p>Apply the Heading 2 style to the following four paragraphs (see image below):</p> <p>Part 1: PowerPoint</p> <p>Part 2: Word</p> <p>Part 3: Excel</p> <p>Part 4: Access</p> 	2

Steps	Part 2 - WORD Project Instructions	Points
25.	<p>Modify the Heading 1 and Heading 2 styles:</p> <ol style="list-style-type: none"> Modify the Heading 1 style to be bold and centered. Modify the Heading 2 style to the Black, Text 1 color, and underlined. <div data-bbox="224 310 1390 842" style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <ul style="list-style-type: none"> ▪ BCIS-PROJECT-SUMMARY¶ This document will contain a summary/sample of the BCIS project. This project consists of a PowerPoint presentation, Word document, Excel workbook, and an Access database file.¶ ▪ <u>Part 1: PowerPoint¶</u> ¶ ▪ <u>Part 2: Word¶</u> ¶ ▪ <u>Part 3: Excel¶</u> ¶ ▪ <u>Part 4: Access¶</u> ¶ </div>	2
26.	<p>Set the Before and After paragraph spacing:</p> <ol style="list-style-type: none"> Move your cursor to the first body paragraph of the document, starting with: <i>This document will contain</i> On the <i>Layout</i> tab, in the <i>Paragraph</i> group, set the Spacing Before and the Spacing After to 12 pt. <p>At this point, the text in your document should look as follows (Note: You may have one or two blank lines at the end of the document. Either is fine.).</p> <div data-bbox="232 1199 1395 1766" style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <ul style="list-style-type: none"> ▪ BCIS-PROJECT-SUMMARY¶ This document will contain a summary/sample of the BCIS project. This project consists of a PowerPoint presentation, Word document, Excel workbook, and an Access database file.¶ ▪ <u>Part 1: PowerPoint¶</u> ¶ ▪ <u>Part 2: Word¶</u> ¶ ▪ <u>Part 3: Excel¶</u> ¶ ▪ <u>Part 4: Access¶</u> ¶ </div>	2

Steps	Part 2 - WORD Project Instructions	Points
27.	<p><u>Insert a picture</u> into your word document as follows:</p> <ol style="list-style-type: none"> <u>Move the cursor</u> to the blank line after: Part 1: PowerPoint <u>Insert Online Pictures</u> of your choice in into your Word document at the current location. <u>Resize</u> the image to have a Shape Height of 2". <p>At this point, your document should look similar to the following image (though the image will be image of your choice):</p> <div data-bbox="215 422 1382 1056" style="border: 1px solid gray; padding: 10px; text-align: center;"> <p>BCIS PROJECT SUMMARY</p> <p>This document will contain a summary/sample of the BCIS project. This project consists of a PowerPoint presentation, Word document, Excel workbook, and an Access database file.</p> <p><u>Part 1: PowerPoint</u></p>  </div>	2
28.	<p><u>Create tabs</u> as follows:</p> <ol style="list-style-type: none"> <u>Move the cursor</u> to the blank line below Part 2: Word <u>Enter the following text</u>: The following is a list of all the files in the Project and then <u>press Enter</u>. With the insertion point (cursor) on the new blank line, <u>set</u> the following <u>tabs</u>: <ol style="list-style-type: none"> <u>Left Tab at 1"</u> <u>Center Tab at 3"</u> <u>Right Tab at 5.5"</u> <u>Press the Tab</u> key to position cursor at the first tab stop (1") and start entering <u>the text shown in the image below making sure to:</u> 	3

Steps **Part 2 - WORD Project Instructions** **Points**

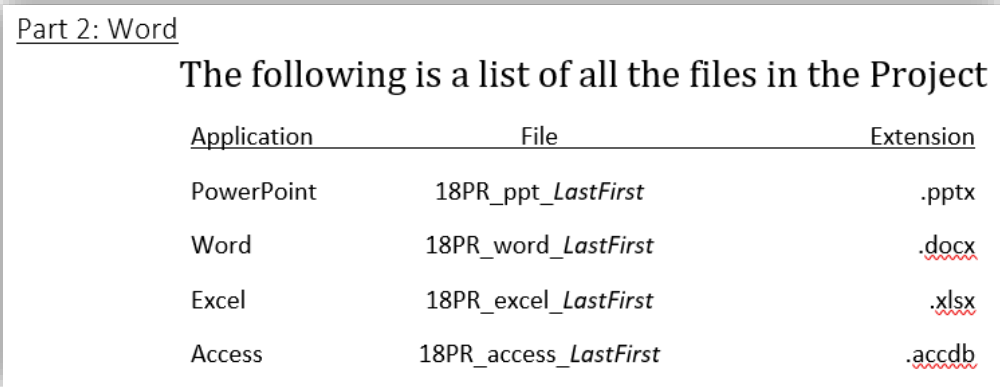
- i. Enter the text at the appropriate tabs
- ii. Use the actual filenames, with **your name** included as part of the file names



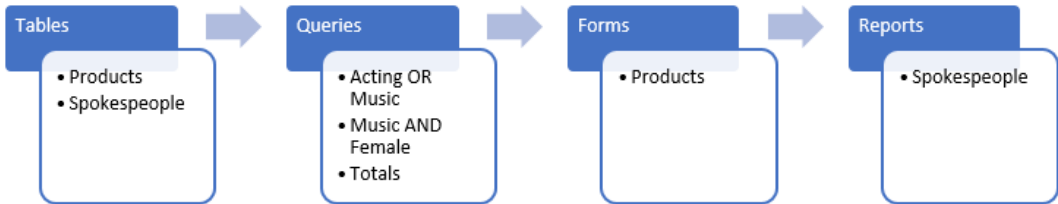
Format the text as follows:

- a. Select the text: **The following is a list of all the files in the Project**
 - i) Center the text
 - ii) Apply the Cambria font with a **16pt** font size
- b. Select the next line of text: **Application** **File** **Extension**
 - i) Underline the text

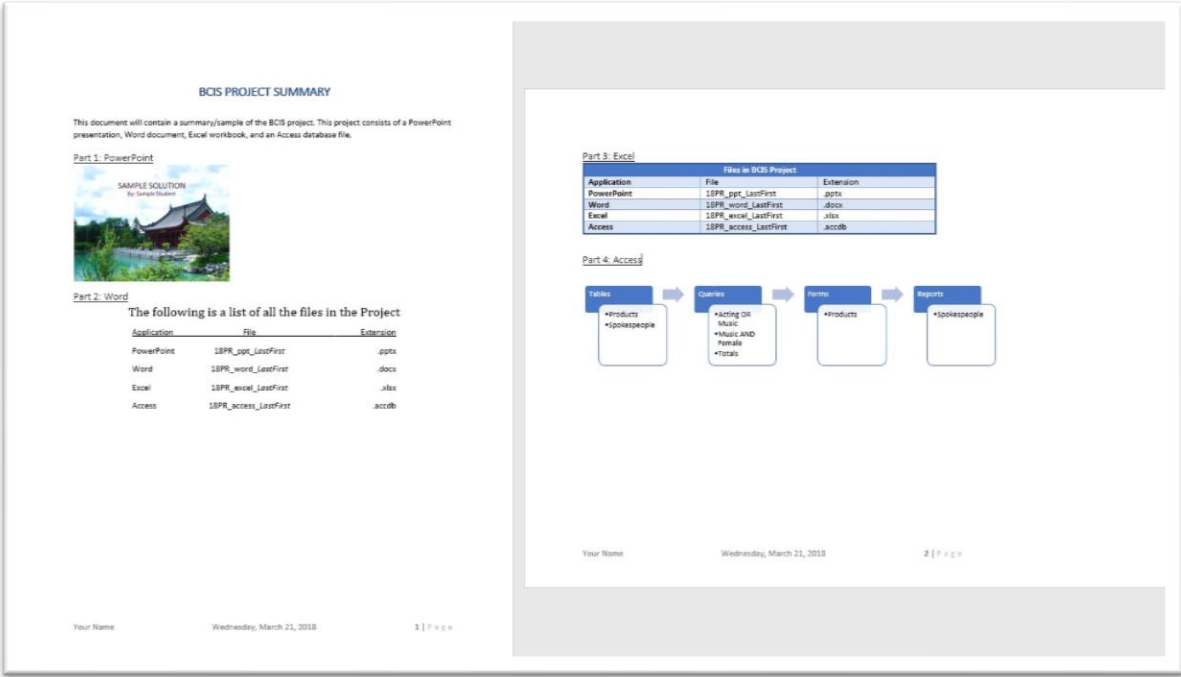
29.



3

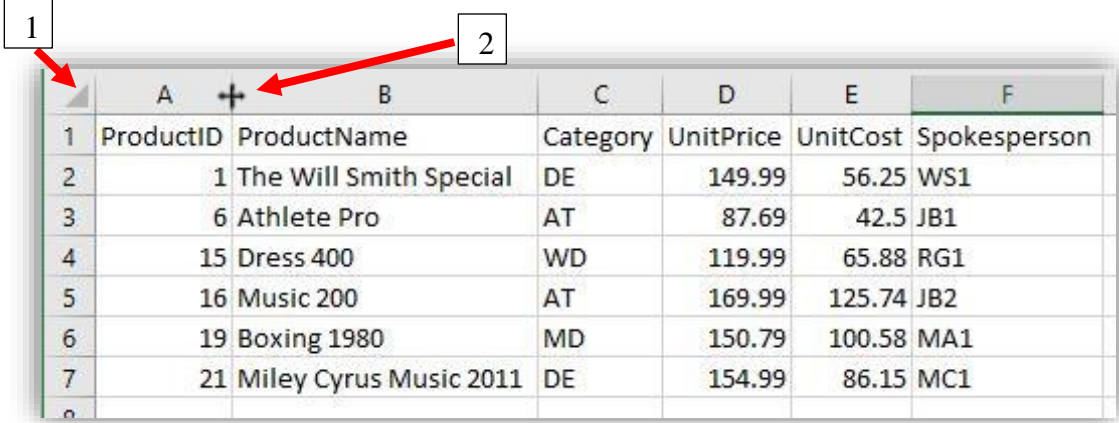
Steps	Part 2 - WORD Project Instructions	Points																		
30.	<p>Create a table:</p> <ol style="list-style-type: none"> Move the cursor to the blank line after Part 3: Excel Insert a 6-row, 3-column (3x6) table Apply any of the Grid Table 4 styles. Set the Table Column Width for the three columns to 2" each. Merge the cells in the first row <ol style="list-style-type: none"> Enter the following text in the first row: Files in BCIS Project Center the text in the first row Apply any shading to the second row Add a border to the table <p>Enter the following data, where the file names are your actual filenames, with your names included as part of the file names:</p> <p><u>Part 3: Excel</u></p> <table border="1" data-bbox="207 674 1362 905"> <thead> <tr> <th colspan="3">Files in BCIS Project</th> </tr> <tr> <th>Application</th> <th>File</th> <th>Extension</th> </tr> </thead> <tbody> <tr> <td>PowerPoint</td> <td>18PR_ppt_LastFirst</td> <td>.pptx</td> </tr> <tr> <td>Word</td> <td>18PR_word_LastFirst</td> <td>.docx</td> </tr> <tr> <td>Excel</td> <td>18PR_excel_LastFirst</td> <td>.xlsx</td> </tr> <tr> <td>Access</td> <td>18PR_access_LastFirst</td> <td>.accdb</td> </tr> </tbody> </table>	Files in BCIS Project			Application	File	Extension	PowerPoint	18PR_ppt_LastFirst	.pptx	Word	18PR_word_LastFirst	.docx	Excel	18PR_excel_LastFirst	.xlsx	Access	18PR_access_LastFirst	.accdb	3
Files in BCIS Project																				
Application	File	Extension																		
PowerPoint	18PR_ppt_LastFirst	.pptx																		
Word	18PR_word_LastFirst	.docx																		
Excel	18PR_excel_LastFirst	.xlsx																		
Access	18PR_access_LastFirst	.accdb																		
31.	<p>Create a SmartArt as follows:</p> <ol style="list-style-type: none"> Move the cursor to the blank line after: Part 4: Access Insert a SmartArt Graphic <ol style="list-style-type: none"> Select the Accent Process SmartArt, in the Process category Select the ENTIRE SmartArt (not just one shape), and in the SmartArt Tools Format tab, in the Size group, change the Height to 1" and the Width to 5" With the ENTIRE SmartArt still selected, in the SmartArt Tools Design tab, in the Create Graphic group, Add Shape so there are 4 parts to the SmartArt Add the following text to the SmartArt (see image below): <p><u>Part 4: Access</u></p>  <pre> graph LR Tables[Tables • Products • Spokespeople] --> Queries[Queries • Acting OR Music • Music AND Female • Totals] Queries --> Forms[Forms • Products] Forms --> Reports[Reports • Spokespeople] </pre>	3																		
32.	<ol style="list-style-type: none"> Move the cursor (Insertion Point) to the beginning of the line: Part 3: Excel and insert a Next Page Section Break Set the orientation of this second page to Landscape 	2																		

When completed your word document should look similar to the following:



33. 0

- | | | |
|-----|---|---|
| 34. | <ul style="list-style-type: none"> • Save and close the word document. • You may now proceed to the Excel project instructed below. | 0 |
|-----|---|---|

Steps	Part 3 - EXCEL Project Instructions	Points																																																								
35.	Create a new Excel workbook on your PC (or flash drive) named 18PR_excel_LastFirst , where LastFirst is your actual Lastname and Firstname (For example, if your name is Mary Smith, you will name the file 18PR_excel_SmithMary)	1																																																								
36.	<p>a. Enter the following data into cell range A1 : F7 into Sheet1 worksheet of your empty, newly created Excel file</p> <p>b. AutoFit the column width for columns A through F</p> <p><i>Note: to AutoFit the columns, do not use the AutoFit Column Width menu option under Format. Instead, select the entire Sheet1 worksheet by clicking the <u>diagonal down arrow</u>¹ (left of column A) and simply position the mouse over the column line in the column headers, between any two columns so the cursor becomes a <u>double headed arrow</u>² and double-click so all columns will AutoFit at the same time.</i></p> <p><i>Below is a sample of what your file should look like at this time</i></p>  <table border="1" data-bbox="245 800 1325 1150"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>ProductID</td> <td>ProductName</td> <td>Category</td> <td>UnitPrice</td> <td>UnitCost</td> <td>Spokesperson</td> </tr> <tr> <td>2</td> <td>1</td> <td>The Will Smith Special</td> <td>DE</td> <td>149.99</td> <td>56.25</td> <td>WS1</td> </tr> <tr> <td>3</td> <td>6</td> <td>Athlete Pro</td> <td>AT</td> <td>87.69</td> <td>42.5</td> <td>JB1</td> </tr> <tr> <td>4</td> <td>15</td> <td>Dress 400</td> <td>WD</td> <td>119.99</td> <td>65.88</td> <td>RG1</td> </tr> <tr> <td>5</td> <td>16</td> <td>Music 200</td> <td>AT</td> <td>169.99</td> <td>125.74</td> <td>JB2</td> </tr> <tr> <td>6</td> <td>19</td> <td>Boxing 1980</td> <td>MD</td> <td>150.79</td> <td>100.58</td> <td>MA1</td> </tr> <tr> <td>7</td> <td>21</td> <td>Miley Cyrus Music 2011</td> <td>DE</td> <td>154.99</td> <td>86.15</td> <td>MC1</td> </tr> </tbody> </table>		A	B	C	D	E	F	1	ProductID	ProductName	Category	UnitPrice	UnitCost	Spokesperson	2	1	The Will Smith Special	DE	149.99	56.25	WS1	3	6	Athlete Pro	AT	87.69	42.5	JB1	4	15	Dress 400	WD	119.99	65.88	RG1	5	16	Music 200	AT	169.99	125.74	JB2	6	19	Boxing 1980	MD	150.79	100.58	MA1	7	21	Miley Cyrus Music 2011	DE	154.99	86.15	MC1	3
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7	21	Miley Cyrus Music 2011	DE	154.99	86.15	MC1																																																				
37.	<p>Rename and Copy the worksheet as follows:</p> <p>a. Rename the Sheet1 worksheet to: Products</p> <p>b. Right-click the Products worksheet tab and select Move or Copy from the worksheet menu.</p> <p>c. The Move or Copy dialog box will appear. Under Before sheet: select (move to end) to place the worksheet to the right of the existing worksheet.</p> <p>d. <u>Check the box next to Create a copy</u>, then click OK.</p> <p>e. <u>Rename the new worksheet to: Updated Products</u></p>	3																																																								
38.	<p>In the Updated Products worksheet, <u>add</u> the following <u>column headings</u>:</p> <p>a. In cell G1 enter Profit per Unit</p> <p>b. In cell H1 enter Possible Discount</p> <p>c. In cell I1 enter Quantity</p> <p>d. In cell J1 enter Net Income</p>	3																																																								
39.	<p>In cell G2, <u>insert a formula</u> to calculate the <u>difference</u> between the UnitPrice and the UnitCost.</p> <p>a. Use the <u>fill handle</u> to <u>copy</u> this formula down to row 7.</p> <p><i>NOTE: Verify formula result with the image in step 48 below</i></p>	3																																																								
40.	<p>In cell H2, <u>insert an IF function</u> that displays a value of "Y" (when true) or "N" (when false) if the UnitCost (E2) is <u>greater than or equal to 100</u>.</p> <p>a. Use the <u>fill handle</u> to <u>copy</u> this formula down to row 7.</p>	3																																																								

Steps	Part 3 - EXCEL Project Instructions	Points
	<i>NOTE: Verify function result with the image in step 48 below</i>	
41.	<p><u>Enter</u> the following data:</p> <ol style="list-style-type: none"> In cell I2 enter 100 In cell I3 enter 150 In cell I4 enter 200 In cell I5 enter 20 In cell I6 enter 10 In cell I7 enter 1 In cell I9 enter Discount: In cell I10 enter Highest Value: In cell I11 enter Lowest Value: In cell I12 enter Sum: In cell I13 enter Average: In cell J9 enter 5 <p><i>NOTE: Verify data entered with the image in step 48 below</i></p>	3
42.	<p><u>Format</u> as follows:</p> <ol style="list-style-type: none"> Autofit Column Width for column I Format J9 to Currency Number Format with 2 decimal places <u>Select row 1</u> and Wrap Text which will display column headings in G1, H1 and J1 as multiple lines within the cell. <u>Select</u> the column headings A1 : J1 and apply <u>Cell Style</u> of Heading 3. <p><i>NOTE: Verify formatting with the image in step 48 below</i></p>	3
43.	<p>In cell J2, <u>insert an IF function</u> that calculates the value for Net Income as follows:</p> <ol style="list-style-type: none"> If the Possible Discount (H2) is <u>equal to "Y"</u>, <ol style="list-style-type: none"> (true) The gross income is the (Profit per Unit-Discount) <u>multiplied</u> by the Quantity (G2-\$J\$9) *I2 (false) Or else, the gross income is the Profit per Unit <u>multiplied</u> by the Quantity. Use the <u>fill handle</u> to <u>copy</u> this formula down to row 7. Format the cells in J2 : J7 to Currency Number Format with 2 decimal places <p><i>NOTE: Verify function result with the image in step 48 below</i></p>	3
44.	<p><u>Use appropriate functions</u> to do the following:</p> <ol style="list-style-type: none"> In cell J10 enter a <u>function to display the highest value</u> for the range J2 : J7 In cell J11 enter a <u>function to display the lowest value</u> for the range J2 : J7 In cell J12 enter a <u>function to sum</u> the cells in the range J2 : J7 In cell J13 enter a <u>function to average</u> the cells in the range J2 : J7 <p><i>NOTE: Verify function results with the image in step 48 below</i></p>	3
45.	<p><u>Insert</u> a 3-D Clustered Column chart (<i>see image in step 48 below</i>) as follows:</p> <ol style="list-style-type: none"> Simultaneously select the following data: B1:B7, D1:D7, E1:E7, G1:G7, I1:I7 Insert a 3-D Clustered Column chart <u>Move</u> and <u>resize</u> the pie chart so that it is located in cells B9 : G23 <u>Change the Chart Title</u> to Excel Project <u>Change the Chart Style</u> to Style 6. 	3

Steps **Part 3 - EXCEL Project Instructions** **Points**

- f. Remove the data labels as follows:
 - i) On the *Chart Tools Design* tab, in the *Chart Layouts* group, click **Add Chart Element**, click **Data Labels**, and select **None**.

46. Change the Page Layout of the **Updated Products** worksheet so that it (see image in step 48 below):

- a. Is set to **Landscape** orientation and
- b. Will **FIT to one Page**, and
- c. Has a **Customer Header** with **Your Name** in the left section, **Sheet Name** in the center section, and **Current Date** on the right section, and
- d. Will print with **Gridlines**.
- e. Will print with **Row and column headings**

3

When completed, the **Updated Products** worksheet should look similar to the following:

Your Name Updated Products 3/21/2018

	A	B	C	D	E	F	G	H	I	J
1	ProductID	ProductName	Category	UnitPrice	UnitCost	Spokesperson	Profit per Unit	Possible Discount	Quantity	Net Income
2	1	The Will Smith Special	DE	149.99	56.25	WS1	93.74	N	100	\$9,374.00
3	6	Athlete Pro	AT	87.69	42.5	JB1	45.19	N	150	\$6,778.50
4	15	Dress 400	WD	119.99	65.88	RG1	54.11	N	200	\$10,822.00
5	16	Music 200	AT	169.99	125.74	JB2	44.25	Y	20	\$785.00
6	19	Boxing 1980	MD	150.79	100.58	MA1	50.21	Y	10	\$452.10
7	21	Miley Cyrus Music 2011	DE	154.99	86.15	MC1	68.84	N	1	\$68.84
8										
9									Discount:	\$5.00
10									Highest Value:	\$10,822.00
11									Lowest Value:	\$68.84
12									Sum:	\$28,280.44
13									Average:	\$4,713.41
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										

EXCEL PROJECT

■ UnitPrice
 ■ UnitCost
 ■ Profit per Unit
 ■ Quantity

47. 0

Creating a new worksheet and using VLOOKUP:

- a. **Copy** the data from the **Products** worksheet to a new worksheet named: **Vlookup**
 - i) *Note: See step 38 for information on how to copy data from one worksheet to another*
- b. Enter the following text
 - i) In cell **G1: Handling Fee**
 - ii) In cell **A12: Category**
 - iii) In cell **A13: AT**
 - iv) In cell **A14: DE**
 - v) In cell **A15: MD**
 - vi) In cell **A16: WD**
 - vii) In cell **B12: Handling Fee in Dollars**
 - viii) In cell **B13: 0**
 - ix) In cell **B14: 2**
 - x) In cell **B15: 5**
 - xi) In cell **B16: 10**
- c. AutoFit the column width for column **G**
- d. In cell **G2**, insert a VLOOKUP function that determines the correct handling fee as follows:
 - i) The function will refer to the **Lookup_value** in **C2**
 - ii) The function will use the **Table_array A12 :B16** (*though it will need to be absoluted so that each row will reference the same table array once it's copied*)
 - iii) The function will take the value from the table array from column **2**
 - iv) The function must contain a **Range_lookup** of **FALSE** so that the categories are identical matches between the table array and the main data (*if not, AT could be matched in more than one place ... ask your instructor to explain this*)
- e. Use the fill handle to copy this formula down to row 7.
- f. Format **G2 :G7** to **Currency** Number Format with **2** decimal places

48. 3

	A	B	C	D	E	F	G
1	ProductID	ProductName	Category	UnitPrice	UnitCost	Spokesperson	Handling Fee
2	1	The Will Smith Special	DE	149.99	56.25	WS1	\$2.00
3	6	Athlete Pro	AT	87.69	42.5	JB1	\$0.00
4	15	Dress 400	WD	119.99	65.88	RG1	\$10.00
5	16	Music 200	AT	169.99	125.74	JB2	\$0.00
6	19	Boxing 1980	MD	150.79	100.58	MA1	\$5.00
7	21	Miley Cyrus Music 2011	DE	154.99	86.15	MC1	\$2.00
8							
9							
10							
11							
12	Category	Handling Fee in Dollars					
13	AT	0					
14	DE	2					
15	MD	5					
16	WD	10					

49. 0

- Save and close the excel workbook.

Steps	Part 4 - ACCESS Project Instructions	Points
50.	<p>You may now proceed to your Canvas course to upload/submit the following project solution files saved on your PC:</p> <ul style="list-style-type: none">○ 18PR_ppt_LastFirst.pptx○ 18PR_word_LastFirst.docx○ 18PR_excel_LastFirst.xlsx	0
TOTAL POINTS		100