

# Improve It Project 5-7

American River Cycling Club has consolidated data about competitions from April through June. It is a dynamic consolidation but should be static. For this project, you redo the consolidation, improve formatting, and insert the club’s logo in a footer.

## Skills Covered in This Project

- Remove a dynamic consolidation.
- Create a static data consolidation.
- Insert a picture in a footer.
- Group and format worksheets.

**IMPORTANT:** Download the resources needed for this project from the *Resource* slink. Make sure to extract the files after downloading the resources zip folder.

**Step 1:  
Download  
start file**

1. Open the **AmRiverCycling-05** start file. Click the **Enable Editing** button. The file will be renamed automatically to include your name. Change the **project file** name if directed to do so by your instructor, and **save** it.
2. On the **Static** sheet, click the **Level 2** outline button to expand the outline.
3. Select cells **A4:D7**, turn off the bold font, and use **No Fill**.
4. Select and delete the contents of cells **A4:D48**.
5. Click the arrow with the **Ungroup** button [*Data tab, Outline group*] and clear the outline.
6. Select cells **B4:D12** on the **Static** sheet and create a static data consolidation using **Sum** and cells **E4:G12** on each of the supporting worksheets. **IMPORTANT:** Be sure to delete the old references if there are any.)
7. Format all results as right-aligned. Note that the dates are missing (Figure 5-89).
8. Select the headings for rows **13:48** (to the left of column A) and right-click one of the headings. Choose **Delete** to delete those rows and select cell **A1**.

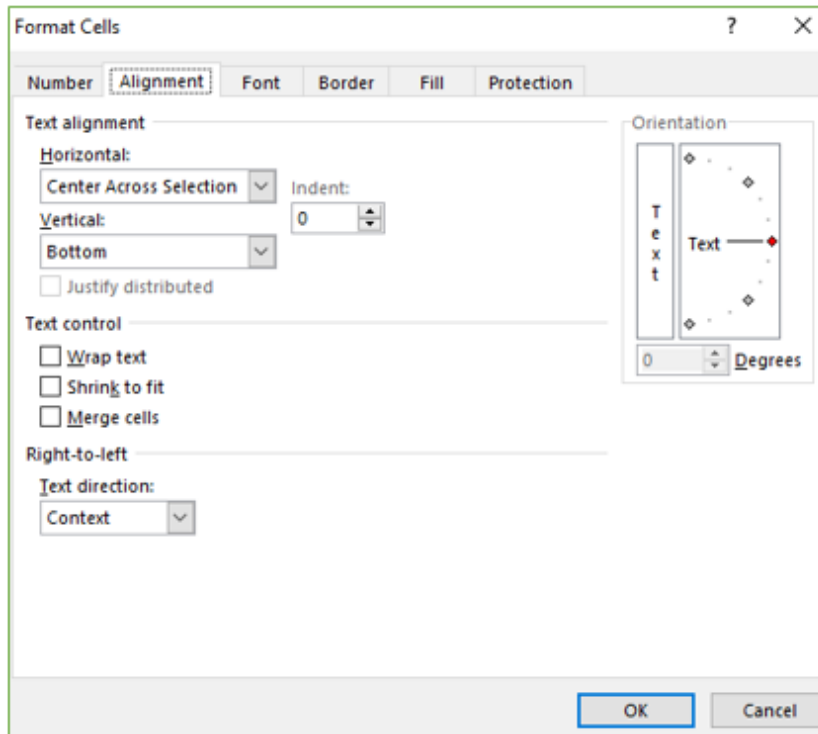
**Download  
Resources**

9. Insert a picture in a footer.
  - a. Switch to *Page Layout* view and click the center footer section.
  - b. Click the **Picture** button [*Header & Footer Tools Design tab, Header & Footer Elements group*].
  - c. Click *Browse* in the *From a file* group.
  - d. Find and select **ARRC** downloaded from the **Resources** link, and click **Insert**.
  - e. Click a worksheet cell and return to *Normal* view.
10. Group and format worksheets.
  - a. Group the four sheets with a state name as the tab name.
  - b. Select and delete columns **C:D** in the grouped sheets.

| American River Cycling Club |             |      |        |
|-----------------------------|-------------|------|--------|
| Race Participation Totals   |             |      |        |
| Date                        | # of Riders | Male | Female |
|                             | 117         | 68   | 49     |
|                             | 115         | 59   | 56     |
|                             | 114         | 69   | 45     |
|                             | 121         | 59   | 62     |
|                             | 134         | 72   | 62     |
|                             | 135         | 75   | 60     |
|                             | 121         | 72   | 49     |
|                             | 132         | 69   | 63     |
|                             | 121         | 67   | 54     |

**5-89** Outline cleared; dates missing

- c. In cell **A1** on the grouped sheets, type **American River Cycling Club**. Format the font size as **20 pt**.
- d. Type **April-June Race Participation** in cell **A2** and format the font size as **18 pt**.
- e. Select cells **A1:E2** and use the *Format Cells* dialog box to center across the selection.



**Center-Across-Selection**

- f. *AutoFit* columns **A:C**.
  - g. Format the labels in row 3 bold and centered.
  - h. Apply **All Borders** to cells **A3:E12**. Apply **Outside Borders** to cells **A1:E2**.
  - i. Format the **Height** of rows **3:12** to **21.00 (28 pixels)**.
  - j. Select the dates in column **A** and use the *Format Cells* dialog box to apply a Date format that displays the date as 1-Apr.
  - k. Open the *Page Setup* dialog box to the *Margins* tab. Center the sheets horizontally on the page.
11. Click cell **A1** and ungroup the sheets.
  12. Copy the dates in column **A** on the **Washington** sheet to cell **A4** on the **Static** sheet.
  13. Save and close the workbook (Figure 5-90).
  14. Upload and save your project file.
  15. Submit project for grading.

**Step 2:**  
Upload &  
Save

**Step 3:**  
Grade my  
Project

| American River Cycling Club<br>April-June Race Participation |             |             |      |        |
|--|-------------|-------------|------|--------|
| Date   | City        | # of Riders | Male | Female |
| 1-Apr  | Algonquin   | 35          | 18   | 17     |
| 4-Apr  | Blue Island | 27          | 14   | 13     |
| 14-Apr   | Cicero      | 28          | 12   | 16     |
| 23-Apr   | Midlothian  | 28          | 12   | 16     |
| 1-May  | Peoria      | 32          | 16   | 16     |
| 8-May  | Rockford    | 39          | 20   | 19     |
| 21-May   | Salem       | 35          | 15   | 20     |
| 1-Jun  | Springfield | 39          | 18   | 21     |
| 5-Jun  | Urbana      | 33          | 18   | 15     |

| American River Cycling Club<br>April-June Race Participation |               |             |      |        |
|--|---------------|-------------|------|--------|
| Date   | City          | # of Riders | Male | Female |
| 1-Apr  | Addison       | 21          | 11   | 10     |
| 4-Apr  | Arlington     | 21          | 9    | 12     |
| 14-Apr   | Denton        | 32          | 20   | 12     |
| 23-Apr   | Fort Worth    | 27          | 14   | 13     |
| 1-May  | Grand Prairie | 27          | 15   | 12     |
| 8-May  | Irving        | 33          | 18   | 15     |
| 21-May   | Plano         | 27          | 21   | 6      |
| 1-Jun  | River Oaks    | 29          | 15   | 14     |
| 5-Jun  | San Antonio   | 22          | 11   | 11     |

| American River Cycling Club<br>April-June Race Participation |               |             |      |        |
|--|---------------|-------------|------|--------|
| Date   | City          | # of Riders | Male | Female |
| 1-Apr  | Arlington     | 40          | 24   | 16     |
| 4-Apr  | Brookline     | 37          | 20   | 17     |
| 14-Apr   | Cambridge     | 28          | 19   | 9      |
| 23-Apr   | Chestnut Hill | 38          | 18   | 20     |
| 1-May  | Everett       | 35          | 20   | 15     |
| 8-May  | Framingham    | 29          | 19   | 10     |
| 21-May   | Foxboro       | 29          | 18   | 11     |
| 1-Jun  | Revere        | 35          | 21   | 14     |
| 5-Jun  | Watertown     | 39          | 22   | 17     |

| American River Cycling Club<br>Race Participation Totals |             |      |        |  |
|--|-------------|------|--------|--|
| Date   | # of Riders | Male | Female |  |
| 1-Apr  | 117         | 68   | 49     |  |
| 4-Apr  | 115         | 59   | 56     |  |
| 14-Apr   | 114         | 69   | 45     |  |
| 23-Apr   | 121         | 59   | 62     |  |
| 1-May  | 134         | 72   | 62     |  |
| 8-May  | 135         | 75   | 60     |  |
| 21-May   | 121         | 72   | 49     |  |
| 1-Jun  | 132         | 69   | 63     |  |
| 5-Jun  | 111         | 67   | 54     |  |

**American River Cycling Club**  
www.arcc.org    Cycling - It's a lifestyle    #ARCCycling

| American River Cycling Club<br>April-June Race Participation |                   |             |      |        |
|--|-------------------|-------------|------|--------|
| Date   | City              | # of Riders | Male | Female |
| 1-Apr  | Bainbridge Island | 21          | 15   | 6      |
| 4-Apr  | Bellerue          | 30          | 16   | 14     |
| 14-Apr   | Bothell           | 26          | 18   | 8      |
| 23-Apr   | Kirkland          | 28          | 15   | 13     |
| 1-May  | Lynnwood          | 40          | 21   | 19     |
| 8-May  | Parkland          | 34          | 18   | 16     |
| 21-May   | Poulsbo           | 30          | 18   | 12     |
| 1-Jun  | Redmond           | 29          | 15   | 14     |
| 5-Jun  | Tacoma            | 27          | 16   | 11     |

5-90 Completed worksheets for Excel 5-7