

Independent Project 7-6

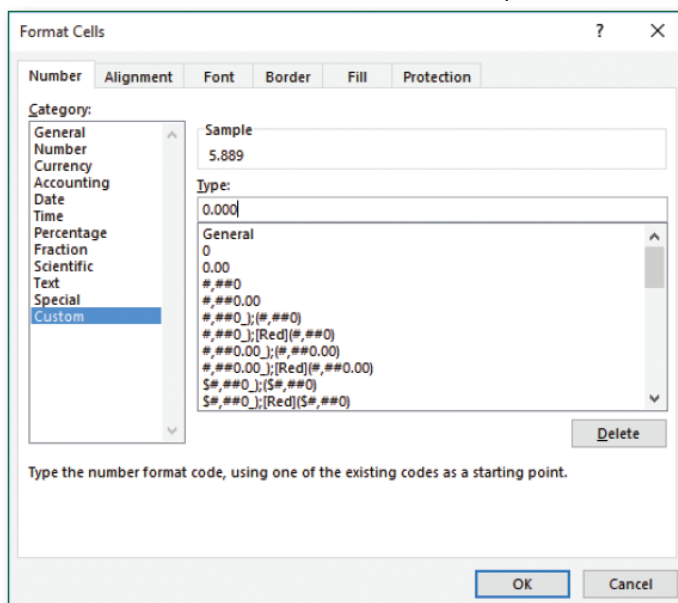
The Hamilton Civic Center is developing a template with a calorie-tracking sheet for member exercise and a report about off-site seminars. You set data validation, complete formulas, and insert a combo box control. ***This project has been modified for use in SIMnet.***

Skills Covered in This Project

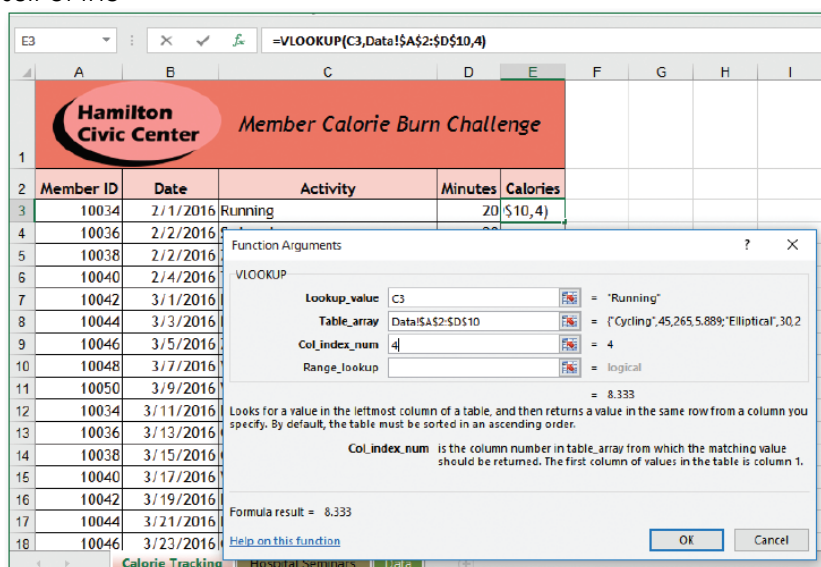
- Apply custom number format.
- Set data validation to use a list.
- Set data validation to use a date restriction.
- Create an error alert message.
- Add the *Developer* tab
- Insert a combo box control.
- Set properties for combo box control.
- Protect a worksheet.

Step 1: Download start file

1. Open the **HamiltonCC-07** workbook and click the **Enable Editing** button. The file will be renamed automatically to include your name.
2. Select cell **D2** on the **Data** sheet and review the formula. The formula divides calories by time and rounds the results to three decimal places.
3. Select cells **D2:D10** and open the *Format Cells* dialog box.
4. Select the **Custom** category on the *Number* tab. Choose **0.00** in the sample list and edit the *Type* box to show **0.000**. The number of zeros indicates how many positions display after the decimal point (Figure 7-77). Click **OK**.
5. Select cell **D2** and click the **Format Painter** button [Home tab, Clipboard group]. Click the **Calorie Tracking** tab and paint the format to cells **E3:E33**.
6. Select cell **E3** on the **Calorie Tracking** sheet. Start a **VLOOKUP** function to lookup the label in cell **C3**. For the array, use an absolute reference to cells **A2:D10** on the **Data** sheet. The *Col_index_num* is **4** for the calories per minute column. The result of the **VLOOKUP** formula is the calories per minute for the exercise (Figure 7-78).
7. Edit the formula in cell **E3** to multiply the results by the number of minutes in cell **D3**.
8. Copy the formula in cell **E3** to cells **E4:E33**. The #N/A error message displays in rows where there is no data.
9. Select cells **C3:C33** and set data validation to use the list of activity names on the **Data** sheet.

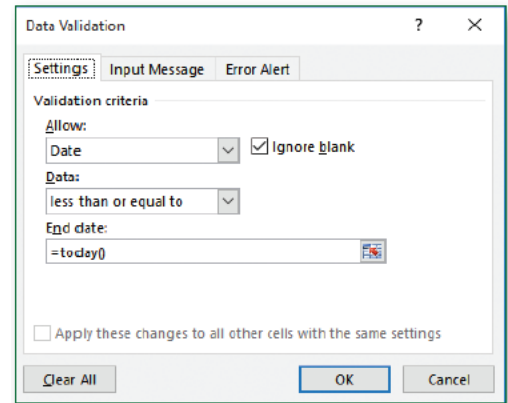


7-77 Custom format for values

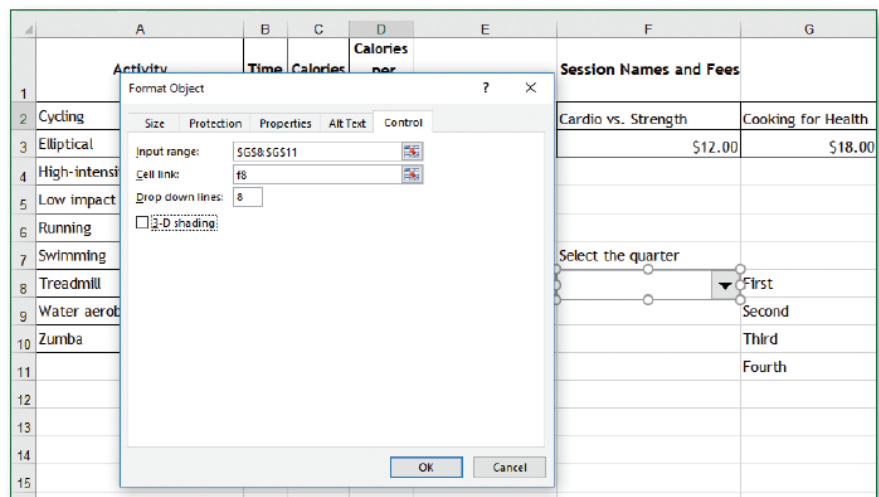


7-78 VLOOKUP formula

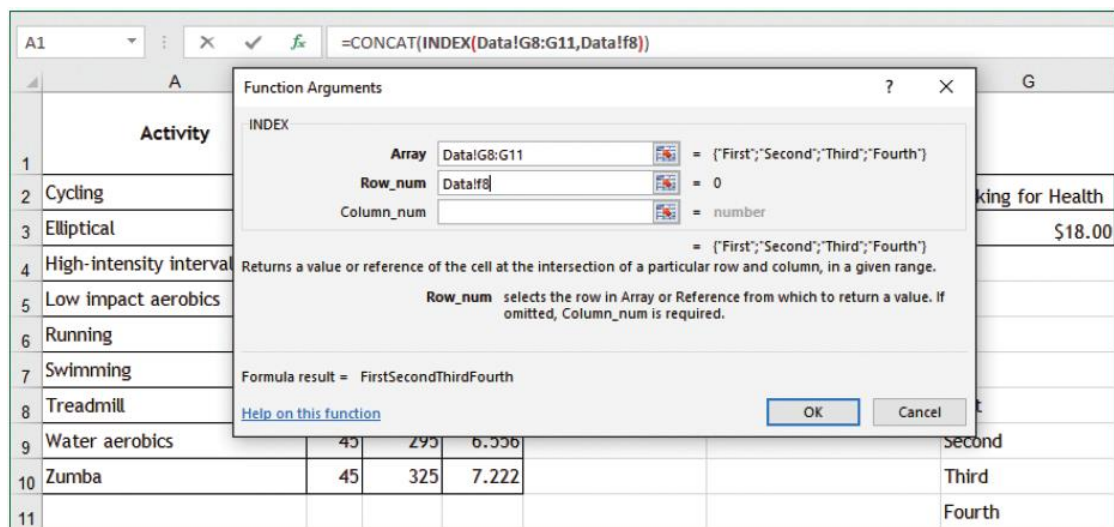
10. On the **Calorie Tracking** sheet, delete the data in cells **A3:D23**.
11. Select cells **B3:B33** and set data validation to use a **Date** that is less than or equal to **TODAY** (Figure 7-79). Include a **Stop** error alert with a title of **Check Date** and a message of **Date must be today or in the past**.
12. Select cells **A3:D33** and remove the **Locked** cell property. Select cell **A3** to position the insertion point.
13. Display the **Developer** tab on the *Ribbon* and click the **Data** worksheet tab.
14. Draw a **Combo Box (Form Control)** to cover cell **F8** and open its **Format Control** dialog box. Select cells **G8:G11** for the Input range and cell **F8** for the Cell link (Figure 7-80).
15. Deselect the control and then select **Second** from it. The linked cell is under the control and hidden from view.
16. Click the **Hospital Seminars** tab and select cell **D4**. This cell has **Center Across Selection** alignment applied.
17. In cell **D4**, use **CONCAT** and **INDEX** to display the result from the combo box, concatenating the Index results to the word "Quarter."
 - a. Start a **CONCAT** function [Text group].
 - b. Use the **INDEX** function with the first arguments list as the **Text1** argument.
 - c. The Array argument is cells **G8:G11** on the Data sheet, and the Row_num argument is cell **F8** on the Data sheet. The combo box control covers cell F8, so type **F8** after the sheet name (Figure 7-81).



7-79 Data validation for dates



7-80 Combo box settings



7-81 INDEX is nested within CONCAT

	A	B	C	D	E	F	G	H
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
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24								
25								
26								
27								
28								
29								
30								
31								

Affiliate Hospital Seminars
Third Quarter

Session Name	Fee	Henderson General	Advocate Central	Mercy	Gallatin Memorial
Cardio vs. Strength	\$12.00				
Cooking for Health	\$18.00				
Know Your Numbers	\$15.00				
Pamper Your Joints	\$10.00				
Vitamins are Best	\$12.00				

Total Attendees	
Cardio vs. Strength	0
Cooking for Health	0
Know Your Numbers	0
Pamper Your Joints	0
Vitamins are Best	0
Total	0

Total Fees	
Cardio vs. Strength	\$0.00
Pamper Your Joints	\$0.00
Know Your Numbers	\$0.00
Vitamins are Best	\$0.00
Cooking for Health	\$0.00
Total	\$0.00

	A	B	C	D	E	F	G	H	I	J	K
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											

Activity	Time	Calories	Calories per Minute
Cycling	45	265	5.889
Elliptical	30	285	9.500
High-intensity interval training	45	350	7.778
Low impact aerobics	45	180	4.000
Running	30	250	8.333
Swimming	30	150	5.000
Treadmill	30	120	4.000
Water aerobics	45	295	6.556
Zumba	45	325	7.222

Session Names and Fees				
Cardio vs. Strength	Cooking for Health	Know Your Numbers	Pamper Your Joints	Vitamins are Best
\$12.00	\$18.00	\$15.00	\$10.00	\$12.00

Select the quarter

Third
First
Second
Third
Fourth

7-83 Completed worksheets for Excel 7-6