Exercise 19

* Create a new workbook and save it as **PRODUCT MANIFEST**
* Type the following field names into separate cells in row A: ID, Category, Product, Amount, Price, Stock Level, Reorder Level, Discontinued
* Select the ID, Stock Level, and Reorder Level columns then apply **Number** value format with **No Decimal Places** and **No comma separator**, apply **Currency** format, with **£** symbol and **2** decimal places to the **Price** field then apply a **dd/mm/yyyy** format to the **Discontinued** column
* Right-click A1 and select **Create List...**, check the **My list has headers** box and click **OK**
* To start, click in A2 then add the following records to the list, taking care to type the data accurately

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ID | Category | Product | Amount | Price | Stock Level | Reorder Level |
| 22200 | Condiments | Redcurrant Sauce | 6 x 150ml | £6.35 | 86 | 0 |
| 22201 | Condiments | Redcurrant Sauce - Extra Jelly | 1 x 1kg | £6.30 | 24 | 5 |
| 22202 | Salads | Rice & Vegetable Salad | 2kl | £7.35 | 11 | 25 |
| 22203 | Chilli Sauces | Roadhouse Hot & Spicy | 6x147ml | £10.29 | 20 | 0 |
| 22204 | Chilli Sauces | Roadhouse Original | 6x147ml | £10.29 | 61 | 25 |
| 22205 | Chilli Sauces | Roadhouse Southwest BBQ | 6x147ml | £10.29 | 49 | 30 |

* From the **Data** menu, select **Form...**
* Use the form to add the following records

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ID | Category | Product | Amount | Price | Stock Level | Reorder Level |
| 22206 | Cold Meats | Roast Beef | Per kilo | £6.30 | 13 | 25 |
| 22207 | Bread | Rossini Curls | 1 x 280 | £14.75 | 20 | 10 |
| 22208 | Salads | Russian Salad | 2kl | £5.20 | 15 | 0 |
| 22209 | Herbs & Spices | Saffron Powder Packets | 100 x 0.125g | £53.15 | 86 | 0 |
| 22210 | Cold Meats | Salami Milano | Per kilo | £12.40 | 35 | 0 |
| 22206 | Cold Meats | Roast Beef | Per kilo | £6.30 | 13 | 25 |

* Use the scroll bar to move to record #6
* Change the price to **£8.29**, the **Stock Level** to **10**, and the **Reorder Level** to **5**
* Click C**riteria**
* In the **C**a**tegory** field, type **Chilli Sauces**
* Click **Find** N**ext**
* Change the **A**m**ount** to **6x197ml** then select the value and press + to copy it
* Change the **Amount** for other products in the **Chilli Sauces** category, using + to insert the value you copied
* Click **C**l**ose**
* Click the arrow on the **Category** field and select **Cold Meats**
* Click the **Stock Level** label
* On the **Standard** toolbar, click **Sort Ascending** Sort Ascending button
* Click in the **Discontinued** field for the first record in the filtered list
* Type today's date
* Use AutoFill to copy the date to the next two records
* Click the arrow on **Category** and select **(All)** to remove the filter

Notice that AutoFill only operates on the records selected by the filter.

* Click in a single cell in any column in the list - **do not select more than one cell**
* From the D**ata** menu, select S**ort...**
* In the first box, select **Category** and A**scending** order
* In the second box, select **Price** and **Desce**n**ding** order

Note that because this is a defined list, Excel greys out the **Header row/No header row** options so that you cannot change them.

* Click **OK**
* Save and close the workbook

Open the workbook **DATALIST**

* Use the **Sort** buttons to order the data in **date** sequence with the most recent **Invoice** first
* Sort the data alphabetically by **Company**
* With the cell pointer in any cell within the table, from the D**ata** menu, select S**ort...**
* Sort the data by **Amount** within **Company**
* Sort the data by **Date** and **Company** putting the oldest invoice at the top of the list
* Sort the data into **Company** order then, for each company, sort the data into **Total** order
* Switch to **Form** view
* Find all orders for **29th September 2003**
* Find all orders for the company named **Lectern** **Systems**
* Save and close the workbook

Open the workbook **PRODUCT DATALIST**

* Use **Sort** and filter to answer the following questions

|  |  |
| --- | --- |
| Question | Answer |
| How many product categories are there? |  |
| What is the most expensive product? |  |
| What is the lowest number of units in stock (ignoring zero values)? |  |
| What is the most expensive product in the Dairy category? |  |
| What is the eighth most expensive product? |  |
| How many different products come in ten 500g packets? |  |
| What is the price of Chocolade? |  |

* Remove all filters and hide the AutoFilter arrows
* Sort the list by ProductID in Ascending order
* Close the workbook