

Fall 2015 Spreadsheet Lab

Assignment: Spreadsheet Application: Ticket Sales at Campus Travel

Page: 137

Textbook: Valacich, Joseph S. and Schneider, Christoph. Information Systems Today: Managing in the Digital World. 6th Edition. Prentice Hall. ISBN: 9780132971218 (eText: 9780132971799).

Presentation Creator: Preuss

Presentation Date: 10/1/2015

Notes: This presentation shows most if not all the required steps in completing the assignment. It is the student's responsibility to read and understand the assignment to insure the assignment is correctly done.



Book1 - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

H6

	A	B	C	D	J	K	L	M
1								
2								
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Sheet1

READY 100%

The presentation opens a spreadsheet.
This is Excel 2013.



Ch 3 frequentflier2.xls [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

A1 : Last_Name

1	Last_Name	First_Name	Phone_Number	Frequent_Flier_Number	Miles Flown
2	Easton	Dennis	208-882-3476	725722	
3	Lin	Yu-Lin	208-882-3232	530376	
4	Beasley	Steve	509-332-2354	144323	
5	Becker	Hubert	509-336-6578	603151	
6	Fuhrmann	Leslie	509-336-9807	752937	
7	Gillespie	Patricia	509-332-4578	803686	
8	Li	Chun	509-357-4433	211641	
9	Lee	SooJin	509-332-6589	740617	
10	Lawrence	Earl	509-123-4561	813258	
11	Baker	Beth	509-555-8947	219608	
12	Zhan	Man	509-332-4567	978445	
13	Yang	Jung	509-357-4509	515086	
14	Hutchinson	Eric	509-336-5465	867814	
15	Thompson	Caitlin	509-332-8790	15782	
16	Baldwin	MaryAnn	208-882-4455	206584	
17	Dumont	Mark	509-332-4526	74826	
18	Gibson	Fernanda	208-882-6745	79235	

Customers Miles Flown

READY 100%

The presentation imports the provided data and resizes the columns.

Ch 3 frequentflier2.xls [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

E2 =

	A	B	C	D	E	F	G	H	I	J	K
1	Last_Name	First_Name	Phone_Number	Frequent_Flier_Number	Miles Flown						
2	Easton	Dennis	208-882-3476	725722	=						
3	Lin	Yu-Lin	208-882-3232	530376							
4	Beasley	Steve	509-332-2354	144323							
5	Becker	Hubert	509-336								
6	Fuhrmann	Leslie	509-336								
7	Gillesspie	Patricia	509-332								
8	09-332										
9	09-332										
10	09-123										
11	09-555										
12	09-332										
13	09-357										
14	09-336										
15	09-332										
16	08-882										
17	09-332										
18	08-882										
19	Miles										

EDIT | [Icons] | 100%

The presentation selects the function generator. In the box, the presentation enters the formula of interest. The presentation selects "OK" to continue.

Insert Function

Search for a function: vlookup

Or select a category: Recommended

Select a function:

- VLOOKUP
- LOOKUP
- IFNA
- IF
- HLOOKUP

VLOOKUP(lookup_value,table_array,col_index_num,range_lookup)
Looks for a value in the leftmost column of a table, and then returns a value in the same row from a column you specify. By default, the table must be sorted in an ascending order.

Help on this function

OK Cancel



Ch 3 frequentflier2.xls [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

E2 : =VLOOKUP(D2)

	A	B	C	D	E	F	G	H	I	J	K
1	Last_Name	First_Name	Phone_Number	Frequent_Flier_Number	Miles Flown						
2	Easton	Dennis	208-882-3476	725722	VLOOKUP(D2)						
3	Lin	Yu-Lin	208-882-3232	530376							
4	Beasley	Steve	509-332-2354	144323							
5	Becker	Hubert	509-336-6578	603151							
6	Fuhrmann	Leslie	509-336-9807	752937							
7	Gillespie	Patricia	509-332-4578	803686							
8	Li	Chun	509-357-4433								
9	Lee	SooJin	509-332-6589								
10	Lawren										
11	Baker										
12	Zhan										
13	Yang										
14	Hutchi										
15	Thomp										
16	Baldwi										
17	Dumori										
18	Gibson										

The presentation selects the cell that contains the number to lookup.

Function Arguments

VLOOKUP

Lookup_value: D2 = 725722

Table_array: = number

Col_index_num: = number

Range_lookup: = logical

Looks for a value in the leftmost column of a table, and then returns a value in the same row from a column you specify. By default, the table must be sorted in an ascending order.

Table_array is a table of text, numbers, or logical values, in which data is retrieved. Table_array can be a reference to a range or a range name.

Formula result =

Help on this function

OK Cancel



Ch 3 frequentflier2.xls [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

A2 : [X] [check] [fx] =VLOOKUP(

	A	B	C	I	J	K	L
30	725722	1971					
31	740617	3812					
32	742971	9266					
33	747197	6028					
34	752937	1784					
35	788839	8100					
36	803686	8693					
37	813258	8456					
38	818401	4811					
39	837399	1567					
40	867814	9205					
41	874563	6628					
42	883456	2355					
43	925803	5933					
44	978445	6057					
45							
46							
47							

Customers Miles Flown

POINT

The presentation selects the "Miles Flown" tab. On this workbook, the presentation selects the data in both columns for the lookup.

VLOOKUP

Lookup_value D2 = 725722

Table_array 'Miles Flown'!A2:B44 = {15782,2942;43476,1335;74826,9081;...}

Col_index_num = number

Range_lookup = logical

=

Looks for a value in the leftmost column of a table, and then returns a value in the same row from a column you specify. By default, the table must be sorted in an ascending order.

Lookup_value is the value to be found in the first column of the table, and can be a value, a reference, or a text string.

Formula result =

[Help on this function](#)

OK Cancel

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FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

A1 : [X] [check] [fx] =VLOOKUP(D2,'Miles Flown'!A2:B44,2)

	A	B	C	I	J	K	L
1	Frequent Flier Number	Miles Flown					
2	15782	2942					
3	43476	1335					
4	74826	9081					
5	79235	3144					
6	135797	6570					
7	144323	6797					
8	189143	8275					
9	206584	1766					
10	211641	1845					
11	219608	7349					
12	224029	6211					
13	259804	7526					
14	276924	1911					
15	294736	7527					
16	304136	7985					
17	306513	1280					
18	380392	4975					

Customers Miles Flown

EDIT

The presentation enters 2. This is the column with the desired data.

Lookup_value D2 = 725722

Table_array 'Miles Flown'!A2:B44 = {15782,2942;43476,1335;74826,9081;79235,3144;135797,6570;144323,6797;189143,8275;206584,1766;211641,1845;219608,7349;224029,6211;259804,7526;276924,1911;294736,7527;304136,7985;306513,1280;380392,4975}

Col_index_num 2 = 2

Range_lookup | = logical

= 1971

Looks for a value in the leftmost column of a table, and then returns a value in the same row from a column you specify. By default, the table must be sorted in an ascending order.

Range_lookup is a logical value: to find the closest match in the first column (sorted in ascending order) = TRUE or omitted; find an exact match = FALSE.

Formula result = 1971

[Help on this function](#)

OK Cancel

Ch 3 frequentflier2.xls [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

A1 : [X] [check] [fx] =VLOOKUP(D2,'Miles Flown'!A2:B44,2,0)

	A	B	C	D	E	F	G	H	I	J	K	L
1	Frequent Flier Number	Miles Flown										
2	15782	2942										
3	43476	1335										
4	74826	9081										
5	79235	3144										
6	135797	6570										
7	144323	6797										
8	189143	8275										
9	206584	1766										
10	211641	1845										
11	219608	7349										
12	224029	6211										
13	259804	7526										
14	276924	1911										
15	294736	7527										
16	304136	7985										
17	306513	1280										
18	380392	4975										

Customers Miles Flown

EDIT

The presentation enters 0 for "Range Lookup". This forces the spreadsheet to provide exact answers.

The presentation selects "OK" to continue.

Table_array = 'Miles Flown'!A2:B44

Col_index_num = 2

Range_lookup = 0

= 725722

= {15782,2942;43476,1335;74826,9081;79235,3144;135797,6570;144323,6797;189143,8275;206584,1766;211641,1845;219608,7349;224029,6211;259804,7526;276924,1911;294736,7527;304136,7985;306513,1280;380392,4975}

= 1971

Looks for a value in the leftmost column of a table, and then returns a value in the same row from a column you specify. By default, the table must be sorted in an ascending order.

Range_lookup is a logical value: to find the closest match in the first column (sorted in ascending order) = TRUE or omitted; find an exact match = FALSE.

Formula result = 1971

[Help on this function](#)

OK Cancel

Ch 3 frequentflier2.xls [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

VLOOKUP : [X] [check] [fx] =VLOOKUP(D2,'Miles Flown'!\$A\$2:\$B\$44,2,0)

	A	B	C	D	E	F	G	H	I	J	K
1	Last_Name	First_Name	Phone Number	Frequent Flier Number	Miles Flown						
2	Easton	Dennis									
3	Lin	Yu-Lin									
4	Beasley	Steve									
5	Becker	Hubert									
6	Fuhrmann	Leslie									
7	Gillespie	Patricia									
8	Li	Chun									
9	Lee	SooJin									
10	Lawrence	Earl									
11	Baker	Beth									
12	Zhan	Man	509-332-4567		978445						
13	Yang	Jung	509-357-4509		515086						
14	Hutchinson	Eric	509-336-5465		867814						
15	Thompson	Caitlin	509-332-8790		15782						
16	Baldwin	MaryAnn	208-882-4455		206584						
17	Dumont	Mark	509-332-4526		74826						
18	Gibson	Fernanda	208-882-6745		79235						

Customers Miles Flown

EDIT [Icons] 100%

The presentation adds the \$ as shown. This makes the range address absolute. It will not change.

- This PC
- Recycle Bin
- Google Chrome
- Mozilla Firefox
- Mozilla Thunderbird

Ch 3 frequentflier2.xls [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

E2 : \times \checkmark fx =VLOOKUP(D2,'Miles Flown'!\$A\$2:\$B\$44,2,0)

	A	B	C	D	E	F	G	H	I	J	K
1	Last_Name	First_Name	Phone_Number	Frequent_Flier_Number	Miles Flown						
2	Easton	Dennis	208-882-3476	725722	1971						
3	Lin	Yu-Lin	208-882-3232	530376							
4	Beasley	Steve	509-332-2354	144323							
5	Becker	Hubert	509-336-6578	603151							
6	Fuhrmann	Leslie	509-336-								
7	Gillespie	Patricia	509-332-								
8	Li	Chun	509-357-								
9	Lee	SooJin	509-332-								
10	Lawrence	Earl	509-123-								
11	Baker	Beth	509-555-								
12	Zhan	Man	509-332-								
13	Yang	Jung	509-357-								
14	Hutchinson	Eric	509-336-								
15	Thompson	Caitlin	509-332-								
16	Baldwin	MaryAnn	208-882-4455	206584							
17	Dumont	Mark	509-332-4526	74826							
18	Gibson	Fernanda	208-882-6745	79235							

Customers Miles Flown

READY [Icons] 100%

The presentation double clicks on the small box above the arrow. This should copy the formula.

- This PC
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Ch 3 frequentflier2.xls [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment

Conditional Formatting > Highlight Cells Rules >

Greater Than...
Less Than...
Between...
Equal To...
Text that Contains...
A Date Occurring...
Duplicate Values...
More Rules...

The presentation selects "Conditional Formatting". Under the "Highlight Cells Rules", the presentation selects "Less Than".

	A	B	C	D	
1	Last_Name	First_Name	Phone_Number	Frequent_Flier_Num	
2	Easton	Dennis	208-882-3476	72	
3	Lin	Yu-Lin	208-882-3232	53	
4	Beasley	Steve	509-332-2354	14	
5	Becker	Hubert	509-336-6578	60	
6	Fuhrmann	Leslie	509-336-9807	75	
7	Gillespie	Patricia	509-332-4578	80	
8	Li	Chun	509-357-4433	21	
9	Lee	SooJin	509-332-6589	74	
10	Lawrence	Earl	509-123-4561	813258	8456
11	Baker	Beth	509-555-8947	219608	7349
12	Zhan	Man	509-332-4567	978445	6057
13	Yang	Jung	509-357-4509	515086	3857
14	Hutchinson	Eric	509-336-5465	867814	9205
15	Thompson	Caitlin	509-332-8790	15782	2942
16	Baldwin	MaryAnn	208-882-4455	206584	1766
17	Dumont	Mark	509-332-4526	74826	9081
18	Gibson	Fernanda	208-882-6745	79235	3144

Customers Miles Flown

READY AVERAGE: 5503 COUNT: 43 SUM: 236629 100%

- This PC
- Recycle Bin
- Google Chrome
- Mozilla Firefox
- Mozilla Thunderbird



Ch 3 frequentflier2.xls [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

E2 : \times \checkmark fx =VLOOKUP(D2,'Miles Flown'!\$A\$2:\$B\$44,2,0)

	A	B	C	D	E	F	G	H	I	J	K
1	Last_Name	First_Name	Phone_Number	Frequent_Flier_Number	Miles Flown						
2	Easton	Dennis	208-882-3476	725722	1971						
3	Lin	Yu-Lin	208-882-3232	530376	7906						
4	Beasley	Steve	509-332-2354	144323	6797						
5	Becker	Hubert	509-336-6578	603151	5653						
6	Fuhrmann	Leslie	509-336-9807	752937	1784						
7	Gillespie	Patricia	509-332-4578	803686	8693						
8	Li	Chun	509-357-4433	211641	1845						
9	Lee	SooJin	509								
10	Lawrence	Earl	509								
11	Baker	Beth	509								
12	Zhan	Man	509								
13	Yang	Jung	509								
14	Hutchinson	Eric	509								
15	Thompson	Caitlin	509								
16	Baldwin	MaryAnn	208-882-4455								
17	Dumont	Mark	509-332-4526								
18	Gibson	Fernanda	208-882-6745								

Customers Miles Flown

READY AVER

Format cells that are greater than: 4000 with Yellow Fill with Dark Yellow Text

OK Cancel

100%

The presentation enters the number requested by the assignment. The presentation also selects the appropriate color scheme.

Ch 3 frequentflier2.xls [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Calibri 11 A A B I U Font Alignment

General Conditional Formatting Insert Delete Cells

Sort Smallest to Largest
Sort Largest to Smallest
Custom Sort...
Filter
Clear
Reapply

E2 : fx =VLOOKUP(D2,'Miles Flown'!

	A	B	C	D	
30	Proctor	Ginny	208-875-3333	525630	
31	Hunt	Jack	509-332-6708	424960	
32	West	Helen	509-357-3487	747197	
33	Henderson	Angela	509-332-4343	434996	
34	Stewart	Kathy	509-357-8889	306513	
35	Cox	Linda	509-332-7456	472458	
36	Choi	Diane	208-882-5478	224029	
37	Looney	Carl	509-222-5645	401419	9222
38	Fujimoto	Carla	509-332-4532	542880	7692
39	Herman	Frank	509-332-1267	837399	1567
40	Wallace	Alex	208-882-5576	304136	7985
41	Hall	Marion	509-357-3434	135797	6570
42	Weber	Cliff	208-875-7844	874563	6628
43	Frazier	Nancy	509-332-1243	294736	7527
44	Sanchez	Ramon	208-882-9898	818401	4811
45					
46					
47					

Customers Miles Flown

READY AVERAGE: 5503 COUNT: 43 SUM: 236629 100%

The presentation selects all the milage numbers. The presentation selects "Sort Largest to Smallest".

- This PC
- Recycle Bin
- Google Chrome
- Mozilla Firefox
- Mozilla Thunderbird

This PC

Recycle Bin

Google Chrome

Mozilla Firefox

Mozilla Thunderbird

Ch 3 frequentflier2.xls [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

E2 : fx =VLOOKUP(D2,'Miles Flown'!\$A\$2:\$B\$44,2,0)

	A	B	C	D	E	F	G	H	I	J	K
1	Last_Name	First_Name	Phone_Number	Frequent_Flier_Number	Miles Flown						
2	Easton	Dennis	208-882-3476	725722	1971						
3	Lin	Yu-Lin	208-								
4	Beasley	Steve	509-								
5	Becker	Hubert	509-								
6	Fuhrmann	Leslie	509-								
7	Gillespie	Patricia	509-								
8	Li	Chun	509-								
9	Lee	SooJin	509-								
10	Lawrence	Earl	509-								
11	Baker	Beth	509-								
12	Zhan	Man	509-								
13	Yang	Jung	509-								
14	Hutchinson	Eric	509-336-5465	8078							
15	Thompson	Caitlin	509-332-8790	1578							
16	Baldwin	MaryAnn	208-882-4455	20658							
17	Dumont	Mark	509-332-4526	7482							
18	Gibson	Fernanda	208-882-6745	7923							

Customers Miles Flown

READY AVERAGE: 5503 COUNT: 43 SUM: 236629 100%

The presentation selects "Expand the selection". Then, the presentation selects "Sort".

What do you want to do?

Expand the selection

Continue with the current selection

Sort Cancel



Save As [Close]

Navigation: < > << >> < cptr1138 > Done > Lab04 [Refresh] Search Lab04 [Search]

Organize [Organize] New folder [New folder] [View] [Help]

Name	Date modified
No items match your search.	

File name: Ch 3 frequentflier2.xlsx

Save as type: Excel Workbook (*.xlsx)

Authors: Tim Preuss Tags: Add a tag

Save Thumbnail

Buttons: [Save] [Cancel]

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The presentation saves the spreadsheet in the appropriate format.