

## Exercise 6

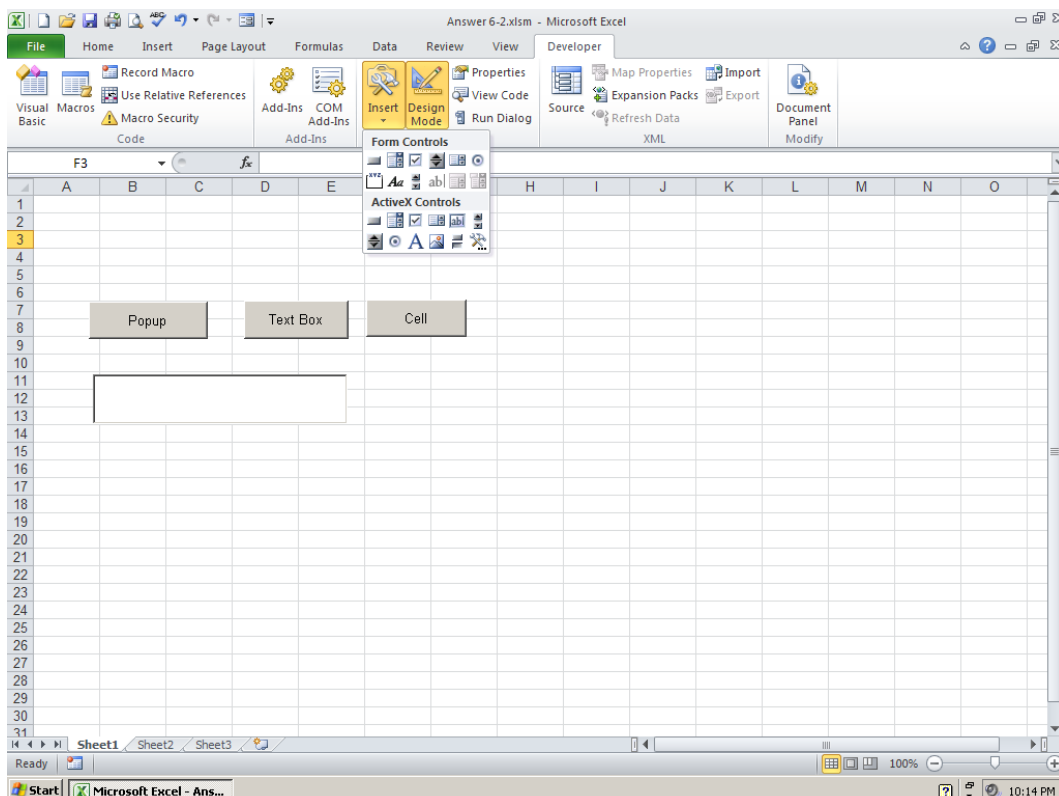
Download the exercise files from <http://www.peter-lo.com/Teaching/I147-1-A/Source6.zip>, you will use these files to finish the following exercises.

- By using the Import feature, import the text file “Question 6-1.txt” to the Excel and output as the following layout.

	A	B	C
1	<b>ID</b>	<b>NAME</b>	<b>BIRTHDAY</b>
2	000026078	John Chan	12-Dec-1976
3	000058061	Mary Lee	25-Mar-1974
4	000058062	Vicki Chung	05-Sep-1976
5	000066698	Stephen Lo	03-Sep-1978
6	000066699	Terry Wong	19-Aug-1977
7	000068120	Ricky Chan	01-Apr-1978
8	000069388	Ken Fong	15-Aug-1980
9	000081432	Dickson Leung	19-Nov-1977

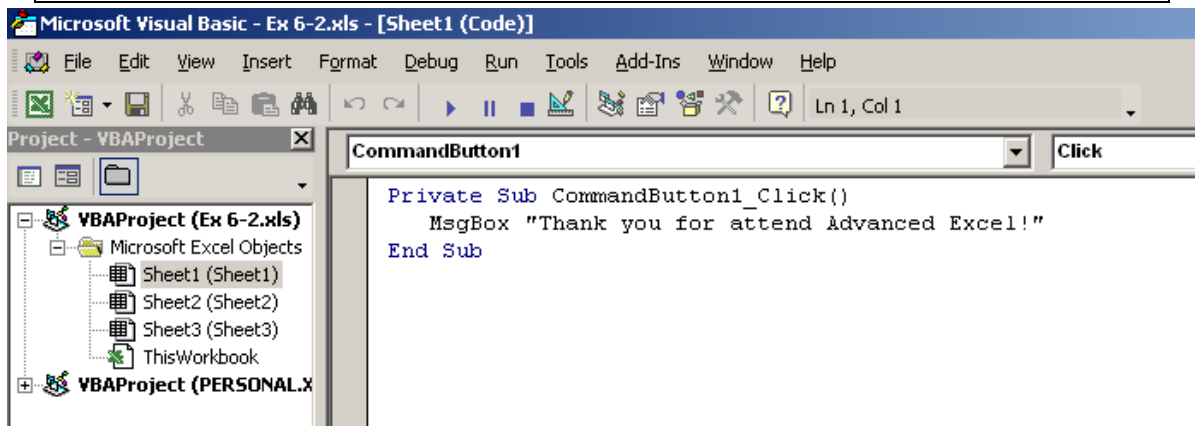
- This exercise will guide you how to create a control macro, please ensure your security level set to Medium or Low before start this exercise.

A) Open a new workbook, draw 3 **Command Buttons** and 1 **Textbox** from the **Developer** tab, and then change the **Caption** to “**Message Box**”, “**Text Box**” and “**Change Cell**”.



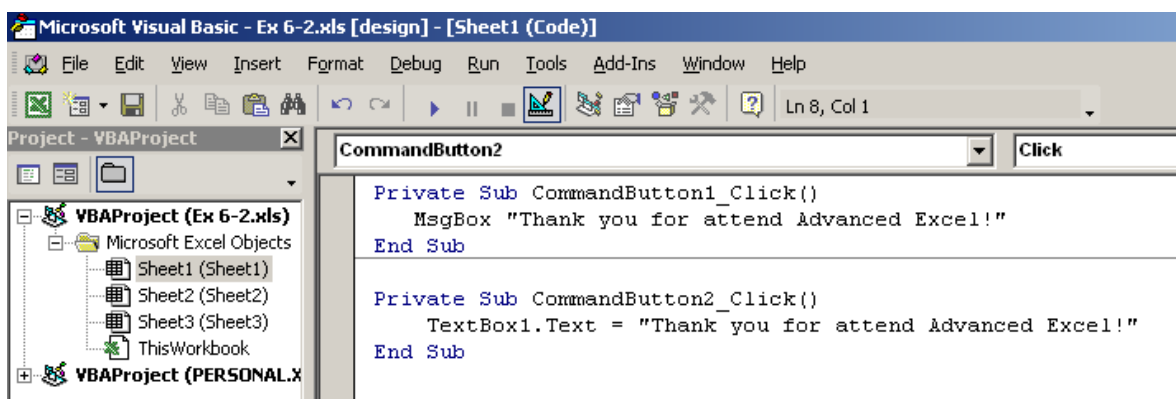
- B) Double click the command button “**Message Box**” to open the Visual Basic Editor, and then enter the following code.

**MsgBox "Thank you for attend Advanced Excel!"**



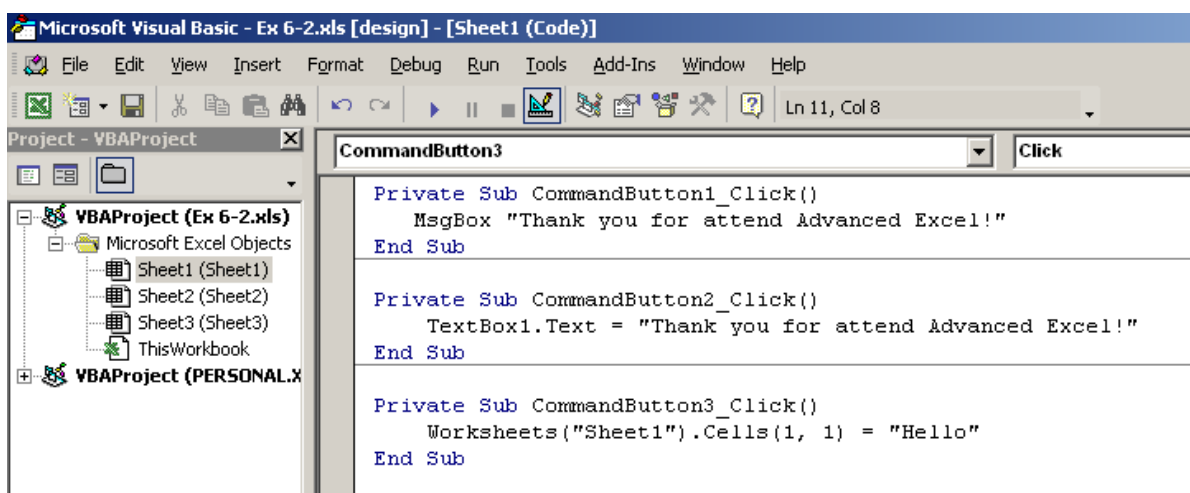
- C) Select **File** → **Close and Return to Microsoft Excel** in the Visual Basic Editor
- D) Double click the command button “**Text Box**” to open the Visual Basic Editor, and then enter the following code.

**TextBox1.Text = "Thank you for attend Advanced Excel!"**



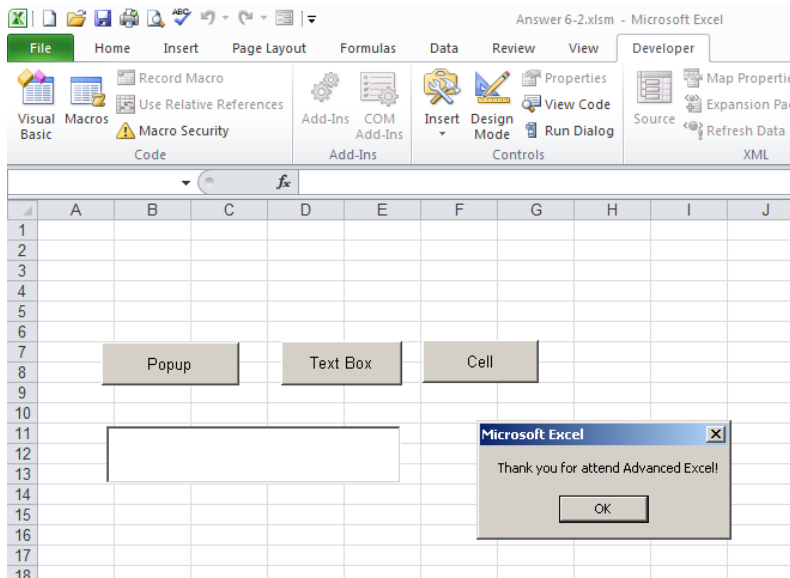
- E) Select **File** → **Close and Return to Microsoft Excel** in the Visual Basic Editor
- F) Double click the command button “**Cell**” to open the Visual Basic Editor, and then enter the following code.

**Worksheets("Sheet1").Cells(1, 1) = "Hello"**

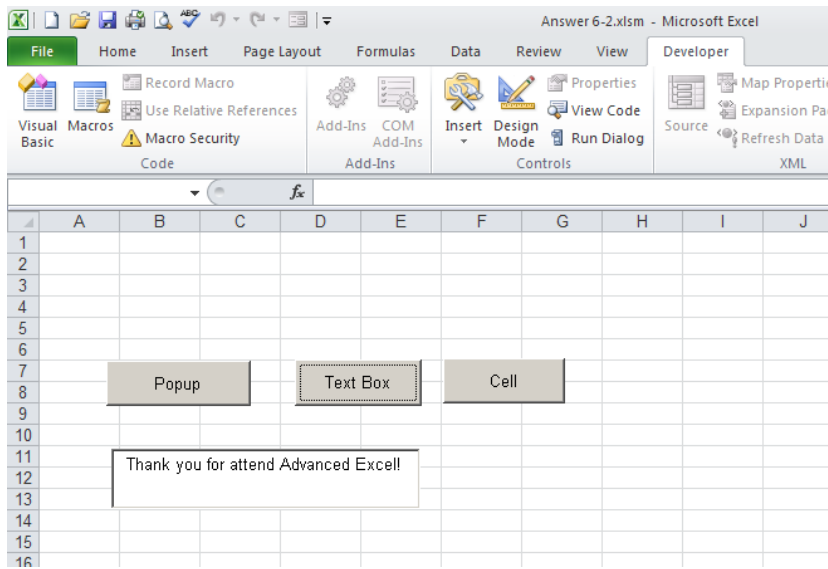


G) Save the file as “Ex 6-2.xlsm” and close it.

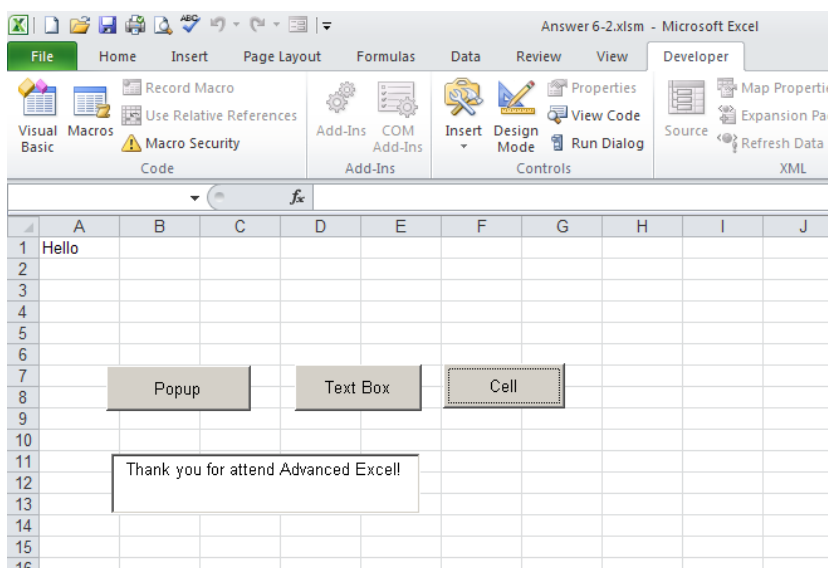
H) Open the file “Ex 6-2.xlsm” and press the “**Popup**” button, can you see the dialog box?



I) Press the “**Text Box**” button, can you see the text in textbox?



J) Press the “**Cell**” button, can you see the word in the cell A1?



3. This exercise will test your knowledge learnt in this Advanced Excel course. You are required apply all your skill (such as formula, conditional formatting, data validation, pivot table and charting) to complete this exercise.

A) Open the Excel file “Question 6-3.xlsx”, and apply the following rules:

- i. Calculate the **Duration** for each task
- ii. Create a drop down list for user to select the **Priority**: *High*, *Medium*, and *Low*.
- iii. Create a drop down list for the **Responsible** based on the worksheet **Staff**.
- iv. By using VLOOKUP, obtain the **Department** for each **Responsible**
- v. Create a drop down list for the user to select the Status: *Open*, *In Progress*, and *Closed*.

	A	B	C	D	E	F	G	H	I
1	No	Task	Start Date	End Date	Duration	Priority	Responsible	Department	Status
2	1	Task 1	01-May-2011	16-May-2011					
3	2	Task 2	11-May-2011	28-May-2011					
4	3	Task 3	21-May-2011	08-Jun-2011					
5	4	Task 4	03-Jun-2011	26-Jun-2011					
6	5	Task 5	13-Jun-2011	28-Jun-2011					
7	6	Task 6	23-Jun-2011	10-Jul-2011					
8	7	Task 7	02-Jul-2011	22-Jul-2011					
9	8	Task 8	12-Jul-2011	17-Jul-2011					
10	9	Task 9	03-Jul-2011	22-Jul-2011					
11	10	Task 10	17-Jul-2011	03-Aug-2011					
12									

B) Fill the data in the column **Priority**, **Responsible** and **Status**, the content in the column **Duration** and **Department** should be auto determined.

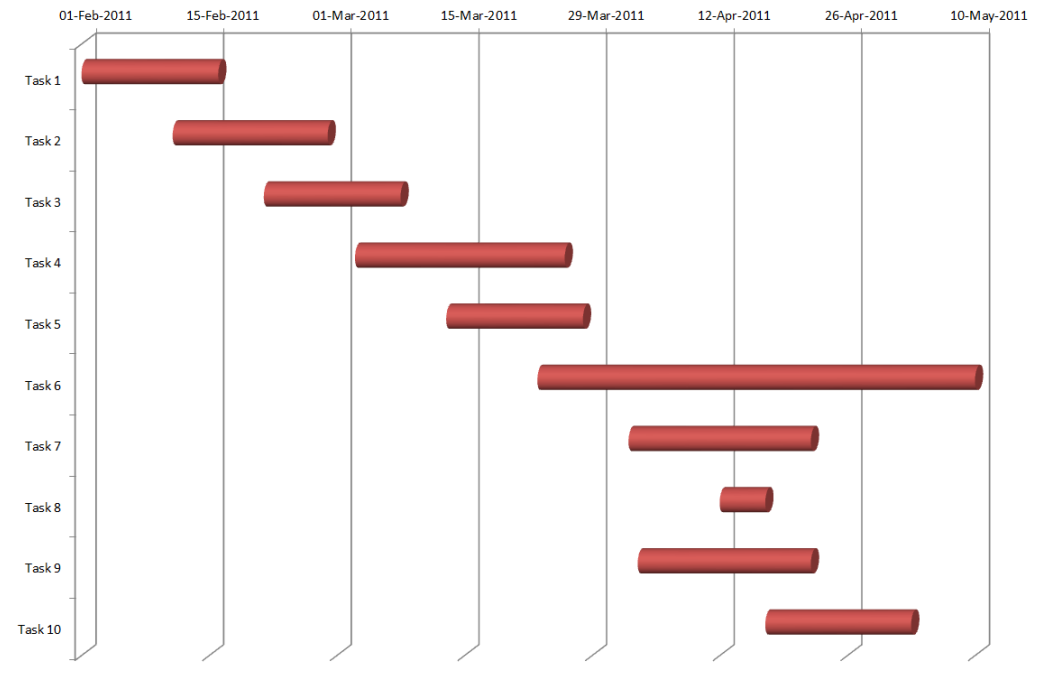
	A	B	C	D	E	F	G	H	I
1	No	Task	Start Date	End Date	Duration	Priority	Responsible	Department	Status
2	1	Task 1	01-May-2011	16-May-2011	15	High	Alice Tso	Account Department	Closed
3	2	Task 2	11-May-2011	28-May-2011	17	Medium	Joe Pang	IT Department	In Progress
4	3	Task 3	21-May-2011	08-Jun-2011	18	Low	William Tang	IT Department	Closed
5	4	Task 4	03-Jun-2011	26-Jun-2011	23	High	Serena Chan	Account Department	In Progress
6	5	Task 5	13-Jun-2011	28-Jun-2011	15	Medium	William Tang	IT Department	Closed
7	6	Task 6	23-Jun-2011	10-Jul-2011	17	Low	Alice Tso	Account Department	In Progress
8	7	Task 7	02-Jul-2011	22-Jul-2011	20	High	Alice Tso	Account Department	Open
9	8	Task 8	12-Jul-2011	17-Jul-2011	5	Medium	Joe Pang	IT Department	Open
10	9	Task 9	03-Jul-2011	22-Jul-2011	19	Low	William Tang	IT Department	Open
11	10	Task 10	17-Jul-2011	03-Aug-2011	17	High	Alice Tso	Account Department	Open

C) By using the conditional formatting, apply the following rules to the worksheet

- i. Set the row to **Green** color if the Status is **Closed**.
- ii. Set the row to **Red** color if the Status is not **Closed** and **End Date** is overdue.

	A	B	C	D	E	F	G	H	I
1	No	Task	Start Date	End Date	Duration	Priority	Responsible	Department	Status
2	1	Task 1	01-May-2011	16-May-2011	15	High	Alice Tso	Account Department	Closed
3	2	Task 2	11-May-2011	28-May-2011	17	Medium	Joe Pang	IT Department	In Progress
4	3	Task 3	21-May-2011	08-Jun-2011	18	Low	William Tang	IT Department	Closed
5	4	Task 4	03-Jun-2011	26-Jun-2011	23	High	Serena Chan	Account Department	In Progress
6	5	Task 5	13-Jun-2011	28-Jun-2011	15	Medium	William Tang	IT Department	Closed
7	6	Task 6	23-Jun-2011	10-Jul-2011	17	Low	Alice Tso	Account Department	In Progress
8	7	Task 7	02-Jul-2011	22-Jul-2011	20	High	Alice Tso	Account Department	Open
9	8	Task 8	12-Jul-2011	17-Jul-2011	5	Medium	Joe Pang	IT Department	Open
10	9	Task 9	03-Jul-2011	22-Jul-2011	19	Low	William Tang	IT Department	Open
11	10	Task 10	17-Jul-2011	03-Aug-2011	17	High	Alice Tso	Account Department	Open

D) Create a Gantt chart for the project schedule as follow:



E) Create a Pivot Table and Pivot Chart for the overall summary

Sum of Duration	Column Labels		High		Low		Medium		Medium Total	Grand Total
	In Progress	Open	In Progress	Open	In Progress	Open				
<b>Account Department</b>	23	36	59	48	48					107
Alice Tso		36	36	48	48					84
Serena Chan	23		23							23
<b>IT Department</b>					19	19	17	5	22	41
Joe Pang							17	5	22	22
William Tang					19	19				19
<b>Grand Total</b>	23	36	59	48	19	67	17	5	22	148

