


Activity:

Prepare the Expense Report

You need to consolidate data from the Grant, Lee, and Sanchez worksheets to create the June Expense Report. Then, you need to enhance the report attractively. The completed expense report is shown in Figure C-16.

Steps:

1. Click the Insert list arrow in the Cells group, click Insert Sheet, double-click the Sheet4 tab, type Report, press [Enter], right-click the Report tab, click Move or Copy, click (move to end), then click OK
2. Click the Lee sheet tab, copy cells A1:A4, click the Report tab, click the Paste button in the Clipboard group, click cell A4, then change "Expense Statement" to June Expense Report
3. Enter and format the labels as shown in Figure C-14
4. Click cell B7, type =, click the Grant sheet tab, click cell B26, press [Enter], copy the formula through cell G7, click cell B8, type =, click the Lee sheet tab, click cell B26, press [Enter], copy the formula through cell G8, then repeat the process to enter the amounts for Maria Sanchez in cells B9:G9
5. Select cells B7:H9, click the Sum button Σ in the Editing group, click cell H10, double-click Σ , click cell H11, type =, click the Grant sheet tab, click cell H28, type +, repeat the process to add cell H28 from the Lee sheet to cell H28 from the Sanchez sheet, then press [Enter]
The total advances in cell H10 are \$350.00.
6. Click cell H12 if necessary, calculate the total June expenses, verify that the total expenses are \$2,244.17, click the Grant sheet tab, enter an advance of \$300, then verify that the total expenses in the Report tab are now \$1,944.17
7. Select cells H7:H9, click Conditional Formatting in the Styles group, point to Icon Sets, select the 3 Traffic Lights (Unrimmed) icon set (second row, second column), click Conditional Formatting, point to Icon Sets, then click More Rules
8. Click the Reverse Icon Order check box, click the top Type list arrow, click Number, enter 1000 in the Value text box, complete the New Formatting Rule dialog box as shown in Figure C-15, click OK, then widen column H if necessary
The conditional formatting rules highlight which sales representative has spent the most money on expenses.
9. Select rows 6 through 12, click Format in the Cells group, click Row Height, type 20, click OK, click the Page Layout tab, click Margins, click Custom Margins, set the top margin at 1.5, set the left and right margins at .45, then click OK
10. Click the Office button , point to Print, click Print Preview, click Page Setup, center the worksheet horizontally, include the custom header shown in Figure C-16, save the workbook, print a copy of the report, then close the workbook



Additional Practice

For additional practice with the skills presented in this project, complete Independent Challenge 2.

FIGURE C-14: Labels for the Expense report

| | A | B | C | D | E | F | G | H |
|----|--|---------------|------------------|-------------|--------------|-------------------|----------------------------|--------------|
| 1 | Web Learning Associates | | | | | | | |
| 2 | Suite 400 - 1800 Pacific Crest Road, San Francisco, CA 94171 | | | | | | | |
| 3 | | | | | | | | |
| 4 | June Expense Report | | | | | | | |
| 5 | | | | | | | | |
| 6 | | Accom. | Transport | Fuel | Meals | Entertain. | Other | Total |
| 7 | Adam Grant | | | | | | | |
| 8 | Jason Lee | | | | | | | |
| 9 | Maria Sanchez | | | | | | | |
| 10 | | | | | | | Subtotal | |
| 11 | | | | | | | Less Advances | |
| 12 | | | | | | | Total June Expenses | |
| 13 | | | | | | | | |
| 14 | | | | | | | | |

FIGURE C-15: Setting conditional formatting rules

FIGURE C-16: Completed Expense Report

| | Accom. | Transport | Fuel | Meals | Entertain. | Other | Total |
|---------------|-----------|-----------|----------|-----------|------------|----------------------------|--------------------|
| Adam Grant | \$ 420.00 | \$ 285.06 | \$ 21.00 | \$ 262.50 | \$ 72.00 | \$ 25.00 | \$ 1,085.56 |
| Jason Lee | \$ 163.36 | \$ 278.00 | \$ 30.00 | \$ 172.00 | \$ - | \$ 37.00 | \$ 680.36 |
| Maria Sanchez | \$ 277.50 | \$ 245.25 | \$ 16.00 | \$ 247.00 | \$ - | \$ 42.50 | \$ 828.25 |
| | | | | | | Subtotal | \$ 2,594.17 |
| | | | | | | Less Advances | \$ 650.00 |
| | | | | | | Total June Expenses | \$ 1,944.17 |