

Session 2: Exercise

- 1 Open *Sales Performance Analysis-1* from your sample files folder.

	A	B	C	D
3	Salesman	Country	Salary	Sales
4	Alan Shearer	England	60,000	489,817
5	Bobby Charlton	England	34,000	844,935

- 2 Break the data in the *Salesman* column into two columns: *First Name* and *Last Name*.
Make sure that you also type the column labels **First Name** and **Last Name** into cells A3 and B3.

	A	B	C	D	E
3	First Name	Last Name	Country	Salary	Sales
4	Alan	Shearer	England	60,000	489,817
5	Bobby	Charlton	England	34,000	844,935

- 3 Automatically subtotal by *Country* showing subtotals for *Salary* and *Sales*.

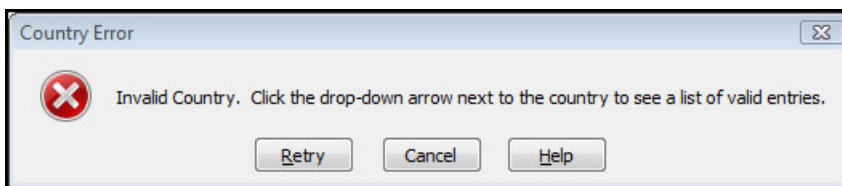
	C	D	E
3	Country	Salary	Sales
11	England Total	364,000	3,657,627
26	France Total	767,000	7,339,298

- 4 Remove the subtotals.

- 5 Add a validation to column C so that the country may only be entered as *England*, *France* or *Germany*.

	A	B	C	D
3	First Name	Last Name	Country	Salary
4	Alan	Shearer	England	60,000
5	Bobby	Charlton	France	34,000
6	David	Beckham	Germany	39,000

- 6 Add a user-friendly Error Alert to column C.



- 7 Add an input message to column C to inform users which countries are valid.

	C	D	E
3	Country	Salary	Sales
4	France	60,000	489,817
5	England	34,000	844,935
6	England	766,277	766,277
7	England	330,707	330,707
8	England	700,950	700,950

- 8 Save your work as *Sales Performance Analysis-2*.

Sales Performance Analysis-1

If you need help
slide the page to
the left

