

Hamilton Civic Center tracks the number of participants enrolled in classes and seminars. You create a dynamic data consolidation to link data, prepare monthly sheets for consolidation, copy the company logo, and complete work for the summary workbook.

[Student Learning Outcomes 5.1, 5.2, 5.3, 5.4, 5.5, 5.6]

Files Needed: **HamiltonCC-05.xlsx** (Available from the Start File link.)

Completed Project File Names: **[your name] HamiltonCC-05.xlsx**

Skills Covered in This Project

- Group and format worksheets.
- Create a static data consolidation by category.
- Sort consolidated data.
- Copy a picture.
- Break links in a workbook.
- Link workbooks in the *Consolidate* dialog box.
- Create a dynamic data consolidation.
- Insert, size, and position a picture.



This image appears when a project instruction has changed to accommodate an update to **Microsoft 365 Apps**. If the instruction does not match your version of Office, try using the alternate instruction instead.

1. Open the **HamiltonCC-05** start file. The file will be renamed automatically to include your name. Change the project file name if directed to do so by your instructor, and save it.

NOTE: If group titles are not visible on your *Ribbon* in *Excel for Mac*, click the **Excel** menu and select **Preferences** to open the *Excel Preferences* dialog box. Click the **View** button and check the **Group Titles** check box under *In Ribbon, Show*. Close the *Excel Preferences* dialog box.

2. Group the worksheets.
 - a. Click the **January** worksheet tab.

- b. Press **Shift** and click the **March** tab.

3. Format grouped worksheets.

- a. Select cells **A5:F12**.
- b. Click the arrow with the **Borders** button [*Home* tab, *Font* group] and select **More Borders**.
- c. Click the **Line Color** arrow and choose **Black, Text 1** (second column).
- d. Click the thin solid line **Style** (bottom choice in the first column of styles).
- e. Click the **vertical middle** of the preview box. If you place a border in the wrong location, click the line in the preview to remove it.
- f. Click the second line **Style** in the first column (two below **None**).
- g. Click the **horizontal middle** of the preview box. This border will appear between rows.
- h. Click the bottom line **Style** in the second column (a double border).
- i. Click the **bottom** of the preview area to place a bottom horizontal border (Figure 5-70).

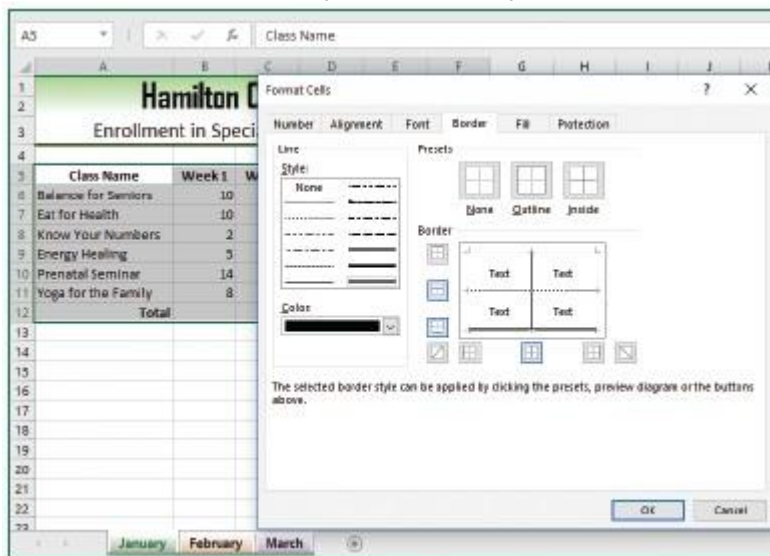


Figure 5-70 **Border** tab

in **Format Cells** dialog box

- j. Click **OK**.

4. Enter **SUM** in grouped worksheets.

- a. Select cells **F6:F11**.
- b. Click the **Sum** button [*Home* tab, *Editing* group].
- c. Use **SUM** in cells **B12:F12**.
- d. Click cell **A1**.
- e. Right-click the **February** sheet tab and choose **Ungroup Sheets**.

5. Copy a picture.

- a. Click to select the organization logo on the **February** sheet.
- b. Press **Command+C** to copy the picture.
- c. Click the **January** sheet tab.
- d. Press **Command+V** to paste the picture.
- e. Point to the picture frame to display a move pointer.
- f. Drag the picture to fine-tune its location so that it appears in column A to the left of "Hamilton Civic Center." Nudge the image with any keyboard directional arrow key. Adjust the width of Column A if necessary.

- g. Click cell **B1**.
6. Copy the **March** sheet to the end and name it **Quarter 1**.
7. Set the tab color to **Black, Text 1** (second column)
8. Edit cell **A3** to read **First Quarter Enrollment**.
9. Create a static data consolidation by category.
 - a. Delete the contents of cells **A6:E11** on the **Quarter 1** sheet. The labels in column A are not in the same order on the quarterly sheets.
 - b. Click the **Consolidate** button [*Data tab, Data Tools group*].
 - c. Choose the **SUM** function.
 - d. Select and delete references in the *All references* box.
 - e. Click the **Reference** box and click the **January** tab.
 - f. Select cells **A6:E11** and click **+** in the *Consolidate* dialog box.
 - g. Click the **February** tab, verify that cells **A6:E11** are selected, and click **+**.
 - h. Add the **March** worksheet data to the *All references* list.
 - i. Select the **Left column** box in the *Use labels in* group (Figure 5-71).

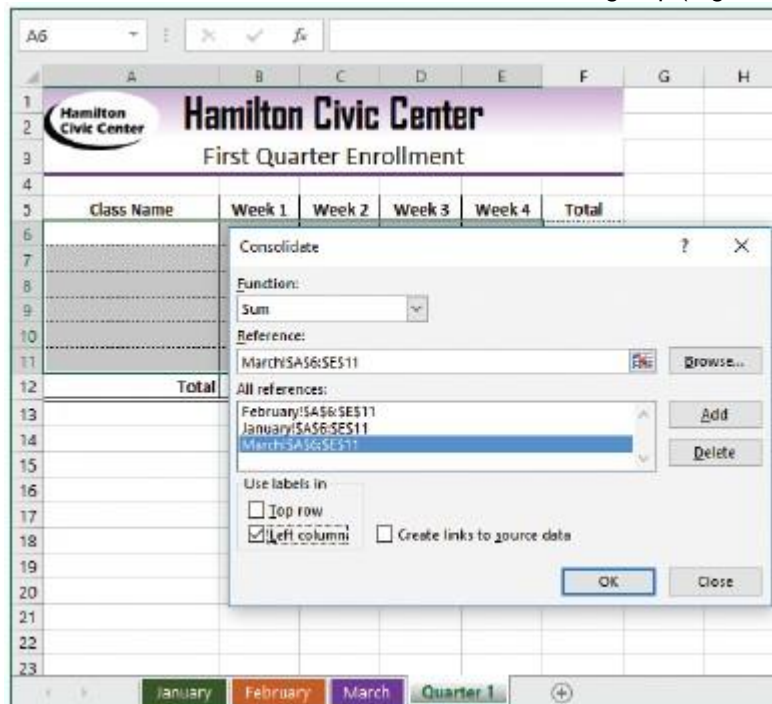



Figure 5-

71 **Consolidate** dialog box to consolidate by category

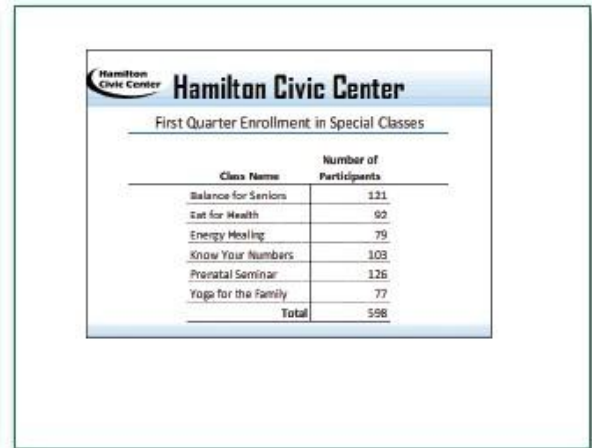
- j. Click **OK**.
10. Sort consolidated data.
 - a. Select cells **A6:E11** on the **Quarter 1** sheet.
 - b. Click the **Sort & Filter** button [*Home tab, Editing group*].
 - c. Choose **Sort A to Z**.
 - d. Click cell **B1**.

11. Save and close your file (Figure 5-75).



The screenshot shows an Excel spreadsheet with a header for 'Hamilton Civic Center' and a subtitle 'First Quarter Enrollment'. The data is organized into columns for Class Name, Week 1, Week 2, Week 3, Week 4, and Total. The rows list various classes and their enrollment numbers for each week, with a final row for the total enrollment across all classes.

Class Name	Week 1	Week 2	Week 3	Week 4	Total
Balance for Seniors	17	43	27	34	121
Eat for Health	17	30	18	27	92
Energy Healing	17	18	20	24	79
Know Your Numbers	22	34	28	19	103
Prenatal Seminar	40	19	33	32	126
Yoga for the Family	18	16	25	18	77
Total	133	160	151	154	598




The screenshot shows a summary table with a header for 'Hamilton Civic Center' and a subtitle 'First Quarter Enrollment in Special Classes'. The table has two columns: Class Name and Number of Participants. It lists the same classes as the Excel spreadsheet, but only shows the total enrollment for each class.

Class Name	Number of Participants
Balance for Seniors	121
Eat for Health	92
Energy Healing	79
Know Your Numbers	103
Prenatal Seminar	126
Yoga for the Family	77
Total	598

Figure 5-75 Completed worksheets for Excel 5-3a

12. Upload and save your project file.

13. Submit project for grading.

 **feb 15 excel hamilton.xlsx**
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