
Wilson Home Entertainment Systems monitors cash flow at their individual locations separately and consolidates data. After the summary is complete, you insert hyperlinks to each of the supporting worksheets.

[Student Learning Outcomes 5.1, 5.4, 5.6, 5.7, 5.8]

Files Needed: **WilsonHome-05.xlsx** (Available from the Start File link.) and **WHES.png** (Available from the Resources link.)

Completed Project File Name: **[your name]- WilsonHome-05.xlsx**

Skills Covered:

- Group and format worksheets.
- Create a static data consolidation with *SUM*.
- Insert a picture from a file.
- Insert a hyperlink.
- Copy a hyperlink.
- Encrypt a workbook with a password.



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 **WilsonHome-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 all the worksheets.
3. Edit and format grouped sheets.
 - a. Select cells **A1:B2** and open the **Format Cells** dialog. Click the *Alignment tab*, choose **Center Across Selection** from the Horizontal alignment list and click **OK**.
 - b. Open the **Page Setup** dialog and click the **Margins** tab.

- c. Choose **Horizontally** from the *Center on page* list and click **OK**.
 - d. Edit the contents of cell **A10** to read **Cash paid for marketing**.
 - e. Select cell **A1** and ungroup the sheets.
4. Select the **Cash Flow** sheet.
 5. Build a static data consolidation for the *Cash flow from operations* section.
 - a. Select cells **B4:B12**.
 - b. Use **SUM** to consolidate the data from the three location sheets without links. (Figure 5-76).

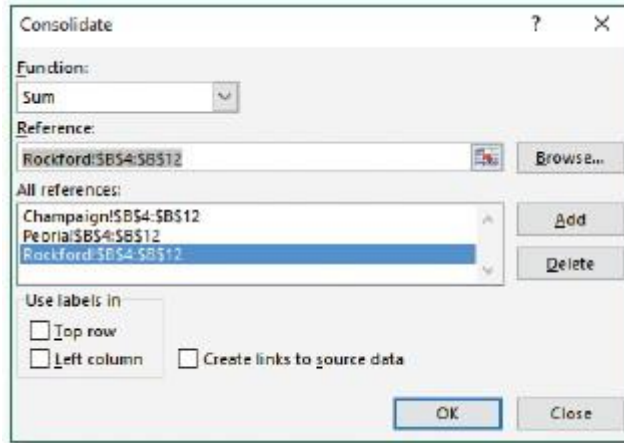


Figure 5-76 **Consolidate** dialog box for

cash flow

6. Build a static data consolidation for the *Cash flow from banking and investment* section in cells **B15:B21**. Delete the references in the *Consolidate* dialog box and use **SUM** as the function.
7. Build a static data consolidation for the *Cash balance at the beginning of the quarter* amounts in cell **B24** with **SUM** as the function.
8. Insert a picture from a file.
 - a. Delete the contents of cell **A1** on the **Cash Flow** sheet.
 - b. Click cell **D2**.
 - c. Click the **Pictures** button [*Insert* tab, *Illustrations* group], and choose **Picture from File...**
 - d. Find and select **WHES** from your student data files.
 - e. Click **Insert**. The picture is placed at a default size.
 - f. Click the **Height** box [*Picture Format* tab, *Size* group].

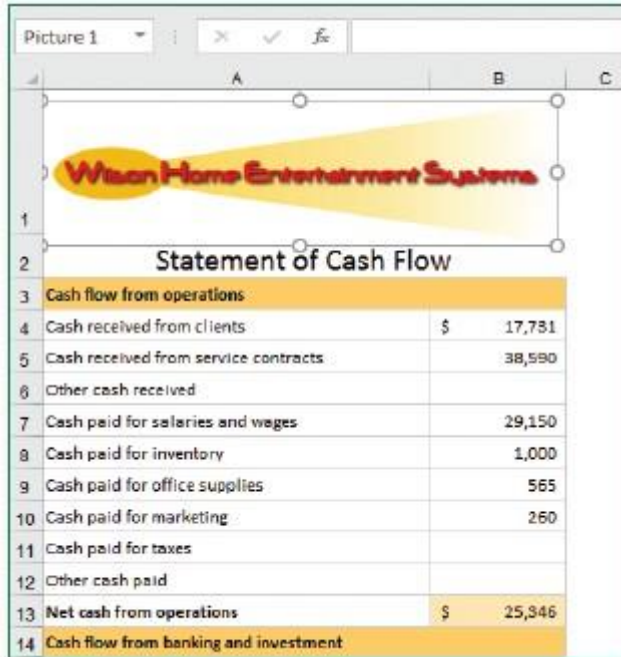


Click

the **Height** box [*Picture Tools Format* tab, *Size* group].

- g. Change the height to **1.2"**.
- h. Format the height of row **1** to **86.25 (115 pixels)**.
- i. Point to the logo frame to display a move pointer.

- j. Drag the image to appear in cell **A1** as a main label for the worksheet (Figure 5-77).



Wilson Home Entertainment Systems		
Statement of Cash Flow		
Cash flow from operations		
Cash received from clients	\$	17,781
Cash received from service contracts		38,590
Other cash received		
Cash paid for salaries and wages		29,150
Cash paid for inventory		1,000
Cash paid for office supplies		565
Cash paid for marketing		260
Cash paid for taxes		
Other cash paid		
Net cash from operations	\$	25,346
Cash flow from banking and investment		

Figure 5-77 Image positioned as title

- k. Click cell **D2** to deselect the image.

9. Insert and copy a hyperlink.

- Click cell **C3** on the **Peoria** worksheet.
- Create a hyperlink that displays **Total Cash Flow** and switches to cell **A1** on the **Cash Flow** worksheet (Figure 5-78).

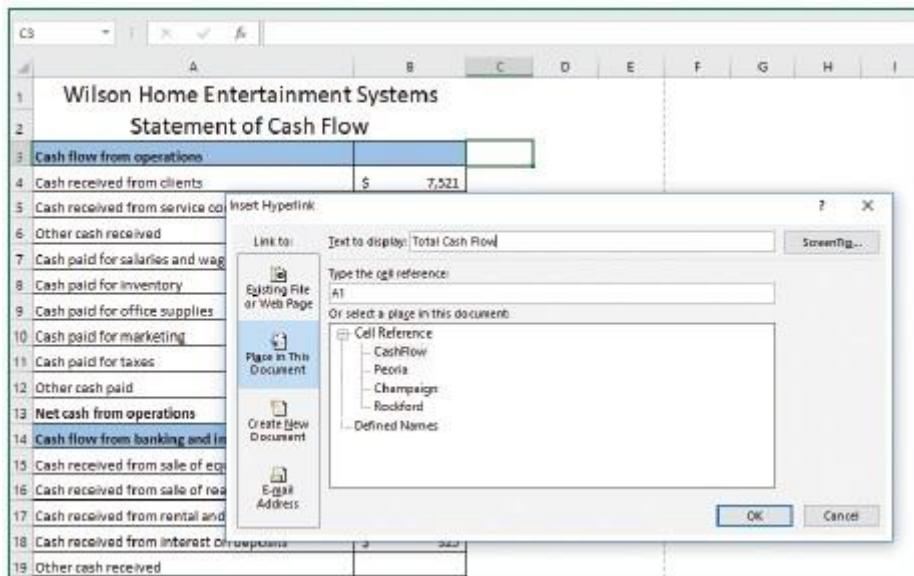


Figure 5-78

Hyperlink text to switch to **Cash Flow** sheet

- Right-click cell **C3** and choose **Copy** from the menu.
- Select the **Champaign** sheet tab and paste the hyperlink in cell **C3**.
- Select the **Rockford** sheet tab and paste the hyperlink in cell **C3**.
- Select the **Peoria** sheet, and press **Esc** to remove the copy marquee if it is still visible.
- Select cell **C5** and then click the cell with the hyperlink to test it.

10. Save and close the workbook (Figure 5-79).

Wilson Home Entertainment Systems Statement of Cash Flow	
Cash flow from operations	
Cash received from clients	\$ 7,521
Cash received from service contracts	\$ 32,948
Other cash received	
Cash paid for salaries and wages	\$ 30,875
Cash paid for inventory	\$ 450
Cash paid for office supplies	\$ 325
Cash paid for marketing	\$ 185
Cash paid for taxes	
Other cash paid	
Net cash from operations	\$ 8,281
Cash flow from banking and investment	
Cash received from sale of equipment	
Cash received from sale of real estate	
Cash received from rental and lease agreements	\$ 1,200
Cash received from interest on deposits	\$ 325
Other cash received	
Cash paid for purchase of equipment	
Other cash paid	
Net cash from banking and investment	\$ 1,525
Increase (decrease) in cash during the quarter	\$ 9,806
Cash balance at the beginning of the quarter	\$ 45,750
Cash balance at the end of the quarter	\$ 55,556

Wilson Home Entertainment Systems

Statement of Cash Flow

Cash flow from operations	
Cash received from clients	\$ 17,731
Cash received from service contracts	\$ 38,580
Other cash received	
Cash paid for salaries and wages	\$ 29,150
Cash paid for inventory	\$ 1,000
Cash paid for office supplies	\$ 283
Cash paid for marketing	\$ 260
Cash paid for taxes	
Other cash paid	
Net cash from operations	\$ 25,346
Cash flow from banking and investment	
Cash received from sale of equipment	\$ 3,500
Cash received from sale of real estate	
Cash received from rental and lease agreements	\$ 1,650
Cash received from interest on deposits	\$ 2,230
Other cash received	
Cash paid for purchase of equipment	
Other cash paid	
Net cash from banking and investment	\$ 7,380
Increase (decrease) in cash during the quarter	\$ 32,726
Cash balance at the beginning of the quarter	\$ 113,564
Cash balance at the end of the quarter	\$ 146,290

Figure 5-79 **Peoria** worksheet with hyperlink and completed **CashFlow** sheet for Excel 5-4

11. Upload and save your file.



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