



Course: _____

Section: _____

Name: _____

Student#: _____

Date: _____

BUS 140 Chapter 6 Case Study (1%)

You have purchased five properties in Victoria, BC. You have incorporated your business under the name YourName's Rental Properties. In this Case Study you are going to modify your rental list and analyze your income.

1) Open and Save the Worksheet

- a) Open the file Ch6_Case_Study.xlsx.
- b) Save it as **BUS140SecXXX Ch6_Case_Study_FnameLname.xlsx**.

2) Manipulate the Rental List

You have collected data about your customers, but the data is not in a form that you can sort or search in any meaningful way. You have duplicate records and must sort on last name.

On the Renters worksheet...

- a) Use the appropriate feature to separate the first and last names into two columns. (Remember to insert columns to accommodate the expanded data.)
- b) Use the appropriate feature to separate the Address, City and Province in column C into separate columns. (Remember to insert columns to accommodate the expanded data.)
- c) Add FirstName, Lastname, Address, City and Province column headings.
- d) Sort the customer list alphabetically (by Last Name and then by First Name) in ascending order.
- e) Use conditional formatting to identify duplicate records.
- f) Remove duplicate records using Excel's Remove Duplicates feature. Clear the conditional formatting rules from the worksheet.
- g) Align headings appropriately. Insert the title YourName's Rental Properties at the top of the worksheet. Leave at least one blank row between the title and the field headings. Merge and Centre the title across the cells. Format the rest of the worksheet appropriately.
- h) Create a custom footer that includes your name on the left, the time and date in the centre, and your course and section on the right.
- i) Print the Renter List making sure that all data fits on one page.

3) Summarize Rental Data

- a) Sort the list by Address in ascending order.
- b) Use the Subtotal command to calculate monthly rental income for each property.
- c) Collapse the outline so that only Totals (for each property) and the Grand Total are showing.
- d) Print the results. Note: There is no need to print a formulae sheet for this assignment.

4) Submit the results

- a) Staple all required printouts to this assignment sheet and submit to your instructor's physical drop box. Submit the electronic files to your instructor's ~inbox.