CIL Practice

Open the CIL Practice Start file 2016. Save as **Your Last Name CIL Practice**.

Notice there are two shaded sections in column A: the purple section which contains loan details and the gold section which will contain statistical information.

# Spreadsheet

## Enter Data and Set Up Formulas

1. Insert a column to the left of column F (***Total Cost of Loan***). Add the column heading ***Loan Payment.***
2. Figure the total cost of each University using the sum function in column E.
3. Figure the **monthly** payment for each university using the pmt function. Use the absolute cell reference or cell naming feature to refer to the cells in the Loan Details section which contains the interest rate and loan period.
4. Figure the **total cost of the loan** by multiplying the payment by the loan period. Use the absolute cell reference or cell naming feature to refer to the cell in the Loan Details section which contains the number of months of the loan period.
5. Based on the total cost of the loan, use the appropriate functions to determine the trip statistics requested in the Statistics Section. Insert the functions in column B.

## Format Worksheet

1. Change the ***theme*** of the workbook to a theme of your choice, not the Office theme.
2. ***Merge and center*** the title (Utah Universities) across columns A through G. Apply the title style to the cell. ***Merge and center*** the subtitle (your name) across columns A through G.   
   Change the ***background color*** of the title and subtitle cells using one of the theme colors.   
   Change the ***font color*** of these two cells to one of the theme colors. Use color combinations that have enough contrast to be legible.
3. Format the ***column headings*** as follows:

* Apply the Heading 3 cell style to all column headings in Row 4.
* Wrap two-word column headings to two lines.
* Center-align AND middle-align column headings.

4. Format the ***columns and rows*** as follows:

* Autofit all columns.

1. Format the cells in the worksheet that contain numbers that are costs (rows 5-8 and the statistics section) to currency style with no decimals.
2. Use color scales in ***conditional formatting*** or ***quick analysis*** to highlight the row containing the information about the university you would like to go attend

Resave the file.

# Part 3 – Construct Two Charts

## Stacked Bar Chart

1. Create a **stacked bar chart** which contains the costs for each category for each university.
   1. The category of costs display in the legend. The locations should display on the Y axis. If the data doesn’t display this way, **switch row and column**.
   2. Add the title ***Utah Universities*** to the chart.
2. Remove the grid lines by clicking on them and hitting the delete key on your keyboard
3. Remove the values on the X axis by clicking on them and hitting the delete key on your keyboard
4. Move the position of legend so it is on the left
5. Move the chart so it is embedded in column D through G and between rows 10 and 20.

## Doughnut Chart

1. Create a doughnut chart which contains the category of costs for the one university you selected in the previous section. Select the row headings (row 4) as well as the row that contains the information for your university choice.
2. Format the chart style to Style 4.
3. Remove the legend.
   1. Display the category name and percentage for each section of your chart.
4. Move the labels (by dragging them) so they display next to the correct section of the chart.
   1. Click on the labels so that all are selected and change the text color so they are legible.
5. The chart title should be the University name.
6. The chart should be centered at the bottom of the worksheet.
7. Using the Shape tool, draw a circle that will fill the middle of the doughnut.
   1. Add an image to the shape of the place you have selected for your attend school.
   2. Resize so the image doesn’t detract from the slices of the donut.
   3. Format the image using one of the picture styles.

Resave the file.

## Add Header

Add a header to the worksheet. Type your name press return and type your teacher’s name.

Resave the file and minimize (you will be using information from the spreadsheet in your PowerPoint)

# Presentation

1. Open the Utah University start file 2016.
2. Save Utah University Last Name.

## Format

1. **Apply** the **same theme** that you selected for the spreadsheet.
2. Customize background of all slides to a color fill. Change the font color if needed to create sufficient contrast so all text is easy to read.

## Individual Slides

1. Slide 1
   1. Change Layout to Picture with Caption
   2. Add your Name as subtitle
   3. Insert image of the university you want to attend.
2. Slide 2
   1. Add an image associated with each of the university in the circle in the SmartArt.
   2. Draw a shape on the left side of the slide.
      1. Insert an image of your destination inside the shape.
      2. Apply an effect to the image in the shape.

Resave file.

1. Slide 3
   1. Insert new slide.
   2. Layout: Comparison
   3. Left side title: Largest expense Tuition
   4. Right-side title: University Name (your choice)
   5. Copy bar chart from Excel to left side. Resize to 3.5 inches tall.
   6. Copy donut chart from Excel to right side. Resize to 3.5 inches tall.
2. Slide 4
   1. Insert new slide.
   2. Layout: Blank.
   3. **Format background** as picture. Use image of the school.

IF the theme you have chosen hides the image, check the Hide Background Graphic box.

* 1. Insert a text box and key the ***Name of the University***
     1. Center the text
     2. Change font to a script font (examples are Forte, Freestyle, or Gabriola).
     3. Increase font size to 80.
     4. Add a fill to the background of the textbox that is a color that is in the image on the slide.
     5. Change the font color to a contrasting color that is in the image on the slide.
     6. Move the textbox to the bottom of the slide, aligning it with the bottom left corner.
     7. Resize the textbox so it extends all of the way across the bottom of the slide.

## Footer

Add a footer to the slideshow. Type your name in the footer.

Resave file.

## Last Slide

1. Change print settings to 4 slides per page.
2. Take a snip/screen capture of the print preview.
3. Insert a new slide.
4. Layout: Blank.
5. Insert snip/screen capture as the content of this slide.

Save the file and close BOTH the PowerPoint and Excel