

## Animal Rescue Foundation Adoption Analysis

2. Edward Corwin works for the Animal Rescue Foundation. One of his responsibilities is to collect and analyze data on the animals that enter the shelters. After following the directions below to complete the worksheet, your solution will be similar to that shown at the end of this document.

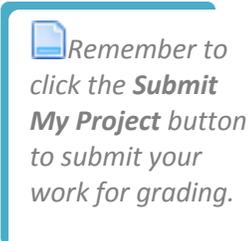


Be sure to select **Download Start File** before beginning.

1. Open the workbook **ex01\_AnimalHousing**. Auto fit the column width of column A. Spell-check the worksheet and correct any misspelled words. *Choose the first suggestion for each.*
2. Modify the title in cell B2 so the first letter of each word is capitalized, and increase the font size to 14 point. Apply Merge & Center to cells A2:E2 and cells A3:E3.
3. Bold and center the headings in row 5. Insert a blank row above row 6.
4. In row 17, enter a SUM function to total the data under the 2009 column and a SUM function to total the data under the 2010 column.
5. Format the numbers in cells B7:C7 and B17:C17 using the Accounting style from the drop-down menu in the Number group of the Home tab. Format the numbers in cells B8:C16 using the Comma style by clicking “,” button in the Number group of the Home tab.
6. Adjust the column widths so all the data is fully displayed. Insert a blank row above row 17.
7. Edward has just received the information for the last two years. Enter the following data in the cells indicated.

Row	Col D	Col E
5	2011	2012
7	142600	152800
8	213500	220300
9	12500	14700
10	2200	4200
11	1400	1600
12	148500	142400
13	11700	10500
14	18900	25300
15	14200	13500
16	26700	29900

8. Format the new numeric data in cells D8:E16 and the column heads in D5 and E5 to match the style of the corresponding information. (Hint: Use the format painter.)
9. Enter a SUM function in cell D18 and E18 to calculate the total for each of the new years. **NOTE:** Make sure your formula does **not** include row 17. Increase the indent in cell A18 one time.
10. Add colors to the worksheet as you like; *this is optional, not graded.*
11. Add a Thick Box Border from the border drop-down menu around cells A1:E18.
12. Move the row of ASPCA data to above the row of FOCAS data; select row 12, then right-click and choose Cut. Next, select row 9, then right-click and choose Insert Cut Cells.
13. Delete the word “Shelter” in cell A5.
14. Select the cells A5:E9 and insert a Clustered Column chart - the first chart option in the 2-D Column section. Move the chart to align the left corner with cell A20.
15. Enter your name in cell A35 and the current date in cell A36. Format cell A36 to display the month, day, and year (March 14, 2001) date format.
16. Save the workbook as **AnimalHousingAnalysis**. Close and submit the workbook

 Remember to click the **Submit My Project** button to submit your work for grading.

