

## Excel Project 2 – Instructions – Due March 30, 10 pm

### Setup

1. Create a new blank workbook and save it as an “.xlsx” file with the name **Project2-YourName**, where “YourName” is your name.
2. In cell **A1**, enter **Recent Stock Prices**
3. In cell **A2**, enter the name of the company you have selected.
4. In cell **A3**, enter **By Your Name**, where “Your Name” is your name.
5. Copy the historic prices of your company stock and paste them into your new workbook, starting at cell **A5**:
  - a. Go to **www.bbg114.com** and click the **Companies** link on the left.
  - b. Note the stock symbol for your company. (Do not use Priceline.)
  - c. Go to **finance.yahoo.com**.
  - d. Enter the stock symbol in the box marked **Get Quotes**.
  - e. Click the **Historical Prices** link on the left.
  - f. In the price table, select the column header row (beginning “Date”) and all rows down to and including the row for 1-Feb-10.
  - g. Press Ctrl-C to copy (or click **Edit > Copy**).
  - h. Go back to your new workbook.
  - i. Right-click cell **A5** and choose **Paste Special**.
  - j. Choose the **Text** option.
  - k. Delete the columns for **Open, High, Low** and **Adj Close**.
6. Widen any column if needed.
7. Delete any rows for dates after 3/19/2010 or before 2/01/10.
8. In cell **D5** start a new column titled **Change**.
9. In cell **E5** start a new column titled **Percent Change**.
10. Sort the table so that the dates are in correct order, with the oldest first.

### Formulas

11. Create a formula in cell **D7** that subtracts the Close of the row above from the Close of the current row. (Be careful!)
12. Create a formula in cell **7E** that calculates percent change in the Close by using the formula “New minus Old, all divided by Old.” (Here, “New” is the Close of the current row and “Old” is the Close of the row immediately above it.) (Check to be sure your formulas make sense.)

13. Copy the formulas in cells **D7** and **E7** to the rest of the rows of the table.
14. In cell **A41** (one row below the price table), enter the label **Start**.
15. In cell **A42**, enter **Latest**.
16. In cell **A43**, enter **Change**.
17. In cell **A44**, enter **% Change**.
18. In cell **B41**, enter a formula that refers to cell **B6**.
19. In cell **B42**, enter a formula that refers to cell **B39**.
20. In cell **B43**, enter a formula that calculates the change in price (New minus Old).
21. In cell **B44**, enter a formula that calculates the percent change in price (New minus Old, over Old).

## Formatting

22. Format all the numbers in columns **B** and **D** with two decimal places.
23. Format all the numbers in column **E** as percents with one decimal place.
24. Format all the dates in column **A** with the format **2/22/10** (Hint: Use the Number dialog box).
25. Set the cells **B41:B43** in the **Accounting Number Format**.
26. Set cell **B43** in the Cell Style called **Total**
27. Set cell **B44** as a percent with one decimal place.
28. Set the font of all text in the worksheet as **Times New Roman**.
29. Set the text in rows **1-3** as Bold, Arial, 14 pts, in the color **Red, Accent 2**.
30. Set cell **A1** as 18 pts.
31. Set the text in row **5** as Bold, Arial.
32. Set the cells **A5:E5** to Wrap Text.
33. Set row **5** to be 50-60 pixels in height.
34. Set cells **A5:E5** to be centered, horizontally and vertically.
35. Set the shading of cells **A5:E5** as a light blue.
36. Apply All Borders to all cells in the price table.
37. Apply a Thick Box Border to the outside of the table.
38. Apply a Thick Bottom Border to the bottom of cells **A5:E5**.
39. Adjust all column widths so that each cell in the price table seems neither too full nor too empty.
40. Set cell **A1** so that it is Merged and Centered over columns **A** through **E**.
41. Do the same for cells **A2**, and then **A3**.

42. To cells **E6:E39**, apply the Green-Yellow-Red Color Scale form of Conditional Formatting.
43. Do the same to cells **C6:C39**. Note any correlation between high volume and large price changes.
44. Add a Page Footer with your name on the left and the date on the right.
45. Adjust the Margins so that the worksheet will be printed as centered horizontally and vertically.
46. Print Preview to be sure everything looks OK.
47. If the worksheet does not fit on one page, adjust Scaling to Fit on 1 Page.
48. Check your work with the sample on the following page to be sure you have done everything correctly.
49. Save the file.
50. Attach the file to an email message and send it to **RichMalloy@gmail.com**. Be sure that the Subject line of the message includes **Excel Project 2** and your name.

Example:

## Recent Stock Prices Priceline By Rich Malloy

Date	Close	Volume	Change	Percent Change
1-Feb-10	204.20	1,303,000		
2-Feb-10	204.42	607,800	0.22	0.1%
3-Feb-10	208.53	1,047,500	4.11	2.0%
4-Feb-10	200.01	1,137,400	-8.52	-4.1%
5-Feb-10	196.96	1,287,100	-3.05	-1.5%
8-Feb-10	200.62	966,200	3.66	1.9%
9-Feb-10	205.38	991,900	4.76	2.4%
10-Feb-10	206.40	733,700	1.02	0.5%
11-Feb-10	208.90	858,200	2.50	1.2%
12-Feb-10	207.78	830,500	-1.12	-0.5%
16-Feb-10	211.21	846,700	3.43	1.7%
17-Feb-10	212.87	1,989,500	1.66	0.8%
18-Feb-10	232.95	3,965,300	20.08	9.4%
19-Feb-10	230.57	1,406,100	-2.38	-1.0%
22-Feb-10	229.07	880,600	-1.50	-0.7%
23-Feb-10	225.09	1,151,900	-3.98	-1.7%
24-Feb-10	225.02	898,500	-0.07	0.0%
25-Feb-10	223.87	1,068,900	-1.15	-0.5%
26-Feb-10	226.71	987,600	2.84	1.3%
1-Mar-10	238.54	1,657,900	11.83	5.2%
2-Mar-10	241.34	1,836,700	2.80	1.2%
3-Mar-10	235.82	963,600	-5.52	-2.3%
4-Mar-10	233.12	1,594,700	-2.70	-1.1%
5-Mar-10	235.34	2,236,700	2.22	1.0%
8-Mar-10	240.18	1,268,800	4.84	2.1%
9-Mar-10	238.33	898,200	-1.85	-0.8%
10-Mar-10	240.99	792,800	2.66	1.1%
11-Mar-10	242.21	624,500	1.22	0.5%
12-Mar-10	238.91	718,000	-3.30	-1.4%
15-Mar-10	238.86	443,600	-0.05	0.0%
16-Mar-10	241.81	617,600	2.95	1.2%
17-Mar-10	242.92	858,800	1.11	0.5%
18-Mar-10	242.81	528,400	-0.11	0.0%
19-Mar-10	239.01	1,015,900	-3.80	-1.6%

Start       \$ 204.20  
 Latest     \$ 239.01  
 Change     \$ **34.81**  
 % Change   17.0%