EXCEL 202

ASSESSMENT

Top 20 cities by population

Please open the spreadsheet entitled "Excel 202 Assessment v1.3". This contains the data you will require for this Assessment.

Instructions:

1. Format the data as a **table** so it is user-friendly, readable and professional.
    a. Ensure all the columns are correctly fitted.
    b. Make use of number, font and alignment formatting settings.
    c. Ensure all text is in Proper case.
    d. Sort the data by continent and then by country

2. Use **conditional formatting** to:
    a. highlight in green all the populations above 20 million
    b. highlight in orange all the populations greater than 10 million but less than 20 million
    c. highlight in red the whole row (all five columns) where the city is in Africa

3. Create a **lookup sheet** where it is possible to choose a "Rank Number" from a dropdown list of 1 to 20, and your lookup tool returns all the details for that rank number.
    a. Make sure that your input cell for the rank number is in a different colour to the other cells with formulas.
    b. Make sure that you create a named range for the list of 1 to 20.
    c. Use Named Ranges for the input cell and lookup array(s).
    d. Protect your lookup sheet with the password "proudlysa". Make sure that the user can click on any cell but that they can edit **ONLY** the rank number input cell.

4. Summarise your table with a **PivotTable** as follows:
    a. Country and City for your row labels
    b. Sum of Population as your values
    c. Use a Report Filter to display countries in only Africa, Asia and Europe.
    d. Make sure that your population figures are formatted in number format, with thousands separators and no decimals.

5. Save the spreadsheet as "Population – [Your Name]"and email it to pass@excelacademy.co.za.

6. Upon successful completion of the Assessment, you will be issued with your Course Certificate.