YO22\_Excel\_Ch01\_Prepare - Restaurant Analysis - Part A 1.1 Project Description: The Painted Paradise Resort and Spa has a world-class restaurant and lounge. The Indigo5 and Silver Moon Lunge’s cuisine is balanced and modern. The restaurant and lounge serve local southwestern meals, steaks, pastas, and more. The Indigo5 restaurant attracts resort guests as well as local patrons. Restaurant manager, Robin Sanchez, is looking for new food distributors and wants to detail options using Microsoft Excel. Sanchez also wants to use Excel to analyze the weekend table reservations at Indigo5 to determine peak usage times as well as analyze resort guest usage data. Steps to Perform: Step Instructions Points Possible 1 Start Excel. Download and open the file Excel\_Ch01\_Prepare - RestaurantAnalysis\_Part A.xlsx. Grader has automatically added your last name to the beginning of the filename. Save the file to a location where you are storing your data files. 0 2 Workbooks may contain more than one worksheet. The worksheet tabs are located on the bottom left side of the Excel window. Each tab represents a single worksheet in the workbook. In the lower-left corner of the worksheet, select the FoodPurchases worksheet to make it the active worksheet. This worksheet is the start of a vendor analysis for the Indigo5 restaurant. Display the Friday worksheet. This worksheet is an analysis of tables reserved last Friday night. Display the AppetizerMenu worksheet. This worksheet lists the available appetizers chef Robin can choose to add to the menu. Display the FoodPurchases worksheet, and then in cell C5, type NM Suppliers In cell D5, type Southwest Bros. 4 3 For large worksheets, Go To allows rapid navigation. Click or press Find & Select, and then select Go To. The Go To dialog box appears. In the Reference box, type F11 Apply Bold to cell F11. 2 4 In cell A11, type Product Quality 2 5 Documentation is vital to ensure that a workbook remains usable. Cell notes can be created specifically to add documentation to a worksheet. On the FoodPurchases worksheet, in cell A11, enter the cell note Consumer rating based on a scale of 1 to 5 6 6 On the Documentation worksheet in cell A8, enter 5/10/2025 In cell B8, enter your name in Firstname Lastname format. In cell C8, type Added a comment to a key heading on the FoodPurchases worksheet 6 7 Cell entries can consist of text data or numerical data. Text data is aligned to the left of a cell, numeric data is aligned to the right of a cell. On the FoodPurchases worksheet, in cell A2, enter Indigo5 and the Silver Moon Lounge In cell A3, enter Food Distributor Analysis In cell A4, type 05/10/25 On the FoodPurchases worksheet, in cell C11, type 4 Notice Excel displays the number right-aligned. In cell C10, type Yes 9 8 If a text entry in a cell is too long to fit within the cell, the text can be wrapped (stacked) within a cell. In cell A3, enter a hard return between Distributor and Analysis. Remove any unneeded spaces. On the Documentation worksheet, wrap the text of cell C8. 5 9 Move the contents of cell A2 to cell A1. Copy the contents of C9 and paste the contents in cell C8. 2 10 Using drag and drop, move the contents of cell range A3:A4 to A2:A3. Copy cell range D9:F9 to cell range D8:F8. 4 11 To modify cell contents make the following changes to the FoodPurchases worksheet: Using Edit mode, in cell A7, add Time after the word Distribution. In cell F6, add a space between Sandia and Heights. In cell D6, type Rio Rancho Wrap the text in cell range C6:F6. 7 12 Delete cell range B4:B11 and shift the cells to the left. Insert a row above row 4. Insert a row above row 8. Insert a row above row 12. 10 13 To separate the data from the row headers, insert a column to the left of Column B. Next, insert non-contiguous columns to the left of columns D, E, and F. 10 14 Having too much white space in a worksheet may cause confusion to the reader. To reduce the amount of white space, change the column width of columns B, D, F and H to 2 0 15 Change the height of rows 4, 8 and 12 to 10 6 16 A worksheet often looks more professional if there is consistency in column widths when applicable. Change the width of column A to 28 Change the widths of columns C, E, G, I to 18 0 17 Print Preview is the Backstage view of how a document, workbook, presentation, table, or other object will appear when printed. To prepare the FoodPurchases and AppetizerMenu worksheets to print, you will change the print settings. On the AppetizerMenu worksheet, set the worksheet to Print Titles using the Rows to repeat at top box by entering $1:$1 8 18 Continue setting up the AppetizerMenu to print by adding a header and footer. In the left section of the header, add the Current Date code. In the center section of the header, type Indigo5 && the Silver Moon Lounge (you must type two ampersands) In the right section of the header, add the Page Number code, press space, type of press space, add the Number of Pages code. In the left footer, add the File Name code. 10 19 Next, set up the FoodPurchases worksheet to print. Add the File Name code in the left footer. Change the margins to Wide. Change the Scaling to Fit All Columns on One Page. Change the page orientation to Landscape. Set the print range to Print Entire Workbook. 9 20 Save and close Excel\_Ch01\_Prepare - RestaurantAnalysis\_Part A.xlsx. Excel Excel. Submit the file as directed. 0 Total Points 100