

## Guided Project 5-3

Hamilton Civic Center tracks the number of participants enrolled in classes and seminars. You create a dynamic data consolidation to link data, prepare monthly sheets for consolidation, copy the company logo, and complete work for the summary workbook.

**[Student Learning Outcomes 5.1, 5.2, 5.3, 5.4, 5.5, 5.6]**

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*Files Needed: **HamiltonCC-05.xlsx** (Available from the Start File link.)*  
*Completed Project File Names: **[your name] HamiltonCC-05.xlsx***

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### Skills Covered in This Project

- Group and format worksheets.
  - Create a static data consolidation by category.
  - Sort consolidated data.
  - Copy a picture.
  - Break links in a workbook.
  - Link workbooks in the *Consolidate* dialog box.
  - Create a dynamic data consolidation.
  - Insert, size, and position a picture.
- 

 **Alternate** This image appears when a project instruction has changed to accommodate an update to **Microsoft 365 Apps**. If the instruction does not match your version of Office, try using the alternate instruction instead.

1. Open the **HamiltonCC-05** start file. The file will be renamed automatically to include your name. Change the project file name if directed to do so by your instructor, and save it.
2. Group the worksheets.
  - a. Click the **January** worksheet tab.
  - b. Press **Shift** and click the **March** tab.
3. Format grouped worksheets.
  - a. Select cells **A5:F12**.
  - b. Click the arrow with the **Borders** button [*Home* tab, *Font* group] and select **More Borders**.
  - c. Click the **Color** arrow and choose **Black, Text 1** (second column).
  - d. Click the thin solid line **Style** (bottom choice in the first column of styles).
  - e. Click the **vertical middle** of the preview box. If you place a border in the wrong location, click the line in the preview to remove it.
  - f. Click the second line **Style** in the first column (two below **None**).

# Guided Project 5cycloid

**WJ Hussar**



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