

- c. Enter a 3-D formula in **cell C3** on the October worksheet that calculates the overall percentage of total Sunday Orchestra Front tickets sold based on the total available Orchestra Front seating. The result is 97.7%, based on the sum of 336 Sunday Orchestra Front tickets sold (86+84+80+86) out of 344 (86 available for each performance) available tickets. The 3-D formula must perform several internal calculations, avoid raw numbers, and use an appropriate mix of relative and mixed references to derive the correct percentage. Format the result with **Percent Style** with one decimal place.
- d. Copy the formula down the Sunday column through the Avg. Daily Capacity row and then across to the Saturday Evening column.
- e. Calculate the average daily revenue for each seating type. Do *not* use a 3-D formula. Format the results with **Percent Style** with one decimal place, and then copy the formula down the column. Save the workbook.

Audit a Workbook

You need to identify and correct some errors in the November workbook using the Auditing Tools.

- a. Open *e08c1theater11*, click **OK** to acknowledge the error, and then save the workbook as **e08c1theater11_LastnameFirstname**.
- b. Show precedents for **cell H15**, and then fix the error in the formula.
- c. Activate the Error Checking dialog box to find the first potential error. Display the precedent arrows for that formula. If the formula is correct, click **Ignore Error**. If the formula contains an error, fix it. Continue ignoring correct formulas and fix the error in **cell H23** when detected.
- d. Use **Error Checking** to identify a circular reference. Display the precedents arrow, and then fix the error. Save the workbook.

Link Workbooks and Set Up Windows

You need to consolidate monthly revenue into the fourth quarter workbook using links. To make it easier to create the links, you will tile windows and save a workspace file.

- a. Open *e08c1theater12*, and then save it as **e08c1theater12_LastnameFirstname**.
- b. Open *e08c1theaterq4*, and then save it as **e08c1theaterq4_LastnameFirstname**.
- c. Tile the four windows, making sure the monthly totals worksheets are active.
- d. Create links in the *e08c1theaterq4_LastnameFirstname* workbook to the individual monthly seat revenue and monthly totals. Save the workbooks.
- e. Set up a watch window to watch the formulas in the quarterly workbook. Close the watch window.
- f. Save a workspace file named **e08c1workspace_LastnameFirstname**. Save the individual workbooks, if prompted.

Finalize the Workbooks

You are ready to finalize the workbooks.

- a. Create a footer on all worksheets with your name on the left side, the sheet name code in the center, and the file name code on the right side.
- b. Apply **landscape orientation**, and then center the worksheet horizontally on the printouts. Save the workbooks.
- c. Save and close the workbooks, and submit based on your instructor's directions.