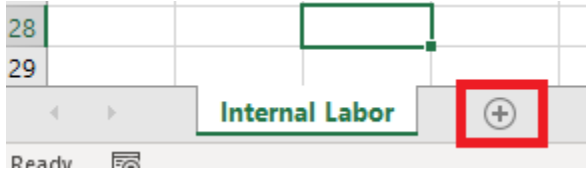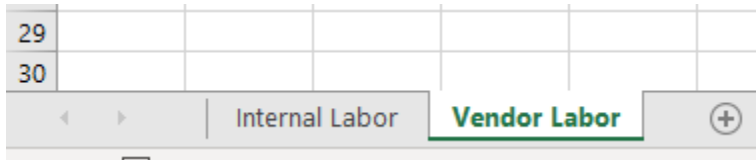In this project, we'll create a resource allocation tracker for both Internal labor and Vendor labor. We will be leveraging the concepts learned in Section 1.
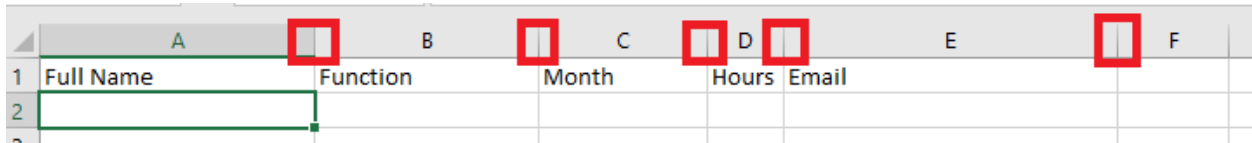
Step 1: Go to the bottom of your sheet and rename the tab to INTERNAL LABOR then click outside of the tab. Once, done, click on the '+' icon to open a new tab.
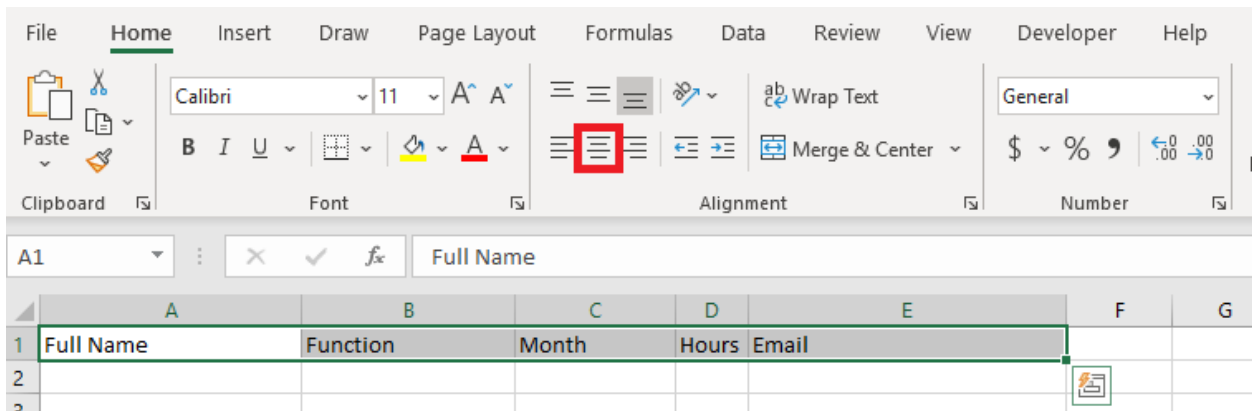

Step 2: Name this new tab VENDOR LABOR.

Step 3: Enter column header information as noted below. Leverage the column separators (highlighted in RED) to resize the columns the way you like.

Step 4: Select row 1 where you just entered the headers and center justify the information leveraging the center icon in the ALIGNMENT group within the HOME menu.

Step 5: Enter the sheet data exactly as it's shown below. Please make sure to enter the information in the same row and column numbers

	A	B	C	D	E
1	Full Name	Function	Month	Hours	Email
2	Daniel Rivera	Project Manager 1	Jan	40	Daniel.Rivera@company.com
3	Robert Johnson	Business Analyst 1		25	
4	Jessica Murphy				
5	Lisa Rodriguez	Software Developer 1		10	
6	Blake Drummund				
7	Izzy Irizary				
8	Jake Savage	Quality Assurance 1		25	
9	Ludvig Luger				
10	Lex Borga				

Step 6: Go to cell B3 then click and hold the cell handle (your cursor will turn into a black plus sign). Drag the handle down one cell so that Jessica Murphy becomes Business Analyst #2.

	A	B	C	D	E
1	Full Name	Function	Month	Hours	Email
2	Daniel Rivera	Project Manager 1	Jan	40	Daniel.Rivera@company.com
3	Robert Johnson	Business Analyst 1		25	
4	Jessica Murphy	Business Analyst 2			
5	Lisa Rodriguez	Software Developer 1		10	
6	Blake Drummund				
7	Izzy Irizary				
8	Jake Savage	Quality Assurance 1		25	
9	Ludvig Luger				
10	Lex Borga				

Step 7: Perform the same action on cells B5 and B8. Click and hold the cell handle then drag downward to add Software Developer and Quality Assurance resources as shown below...

	A	B	C	D	E
1	Full Name	Function	Month	Hours	Email
2	Daniel Rivera	Project Manager 1	Jan	40	Daniel.Rivera@company.com
3	Robert Johnson	Business Analyst 1		25	
4	Jessica Murphy	Business Analyst 2			
5	Lisa Rodriguez	Software Developer 1		10	
6	Blake Drummund	Software Developer 2			
7	Izzy Irizary	Software Developer 3			
8	Jake Savage	Quality Assurance 1		25	
9	Ludvig Luger	Quality Assurance 2			
10	Lex Borga	Quality Assurance 3			

Step 8: Go to cell C2 and hover over the cell handle. Your cursor should turn into a black plus sign. Click and hold the cell handle then drag down Column C until you get to row 10.

	A	B	C	D	E
1	Full Name	Function	Month	Hours	Email
2	Daniel Rivera	Project Manager 1	Jan	40	Daniel.Rivera@company.com
3	Robert Johnson	Business Analyst 1	Feb	25	
4	Jessica Murphy	Business Analyst 2	Mar		
5	Lisa Rodriguez	Software Developer 1	Apr	10	
6	Blake Drummund	Software Developer 2	May		
7	Izzy Irizary	Software Developer 3	Jun		
8	Jake Savage	Quality Assurance 1	Jul	25	
9	Ludvig Luger	Quality Assurance 2	Aug		
10	Lex Borga	Quality Assurance 3	Sep		

Step 9: You will note that all the months subsequent to January were listed out. However, this is incorrect as this spreadsheet should only list resource allocations for the month of January. Go to Cell C3 and type "Jan' into that cell. Select both cells C2 and C3.

	A	B	C	D	E
1	Full Name	Function	Month	Hours	Email
2	Daniel Rivera	Project Manager 1	Jan	40	Daniel.Rivera@company.com
3	Robert Johnson	Business Analyst 1	Jan	25	
4	Jessica Murphy	Business Analyst 2	Mar		

Step 10: With both cells selected, click and hold the cell handle then drag down to row 10. Now, only Jan is copied down the list instead of the months incrementing.

	A	B	C	D	E
1	Full Name	Function	Month	Hours	Email
2	Daniel Rivera	Project Manager 1	Jan	40	Daniel.Rivera@company.com
3	Robert Johnson	Business Analyst 1	Jan	25	
4	Jessica Murphy	Business Analyst 2	Jan		
5	Lisa Rodriguez	Software Developer 1	Jan	10	
6	Blake Drummund	Software Developer 2	Jan		
7	Izzy Irizary	Software Developer 3	Jan		
8	Jake Savage	Quality Assurance 1	Jan	25	
9	Ludvig Luger	Quality Assurance 2	Jan		
10	Lex Borga	Quality Assurance 3	Jan		

Step 11: Go to cell D3 and select it. Select the cell handle and drag it down so that 25 is copied down one cell. If you notice numerical values are copied and not incremented.

	A	B	C	D	E
1	Full Name	Function	Month	Hours	Email
2	Daniel Rivera	Project Manager 1	Jan	40	Daniel.Rivera@company.com
3	Robert Johnson	Business Analyst 1	Jan	25	
4	Jessica Murphy	Business Analyst 2	Jan	25	
5	Lisa Rodriguez	Software Developer 1	Jan	10	
6	Blake Drummund	Software Developer 2	Jan		
7	Izzy Irizary	Software Developer 3	Jan		
8	Jake Savage	Quality Assurance 1	Jan	25	
9	Ludvig Luger	Quality Assurance 2	Jan		
10	Lex Borga	Quality Assurance 3	Jan		

Step 12: Perform Step 11 again for cells D5 and D8 so that your sheet looks like the below image.

	A	B	C	D	E
1	Full Name	Function	Month	Hours	Email
2	Daniel Rivera	Project Manager 1	Jan	40	Daniel.Rivera@company.com
3	Robert Johnson	Business Analyst 1	Jan	25	
4	Jessica Murphy	Business Analyst 2	Jan	25	
5	Lisa Rodriguez	Software Developer 1	Jan	10	
6	Blake Drummund	Software Developer 2	Jan	10	
7	Izzy Irizary	Software Developer 3	Jan	10	
8	Jake Savage	Quality Assurance 1	Jan	25	
9	Ludvig Luger	Quality Assurance 2	Jan	25	
10	Lex Borga	Quality Assurance 3	Jan	25	

Step 13: Right-click on the column header for column E then right-click. Select CUT from the shortcut menu.

	A	B	C	D	E	F	G
1	Full Name	Function	Month	Hours	Email		
2	Daniel Rivera	Project Manager 1	Jan	40	Daniel.Rivera@company.c	✂ Cut	
3	Robert Johnson	Business Analyst 1	Jan	25		Copy	
4	Jessica Murphy	Business Analyst 2	Jan	25		Paste Options:	
5	Lisa Rodriguez	Software Developer 1	Jan	10			
6	Blake Drummund	Software Developer 2	Jan	10			
7	Izzy Irizary	Software Developer 3	Jan	10		Paste Special...	
8	Jake Savage	Quality Assurance 1	Jan	25		Insert	
9	Ludvig Luger	Quality Assurance 2	Jan	25			
10	Lex Borga	Quality Assurance 3	Jan	25		Delete	

Step 14: Right-click on the column header for column B and select INSERT CUT CELLS from the shortcut menu.

	A	B	C	D	E
1	Full Name	Email	Function	Month	Hours
2	Daniel Rivera	Daniel.Rivera@company.com	Project Manager 1	Jan	40
3	Robert Johnson		Business Analyst 1	Jan	25
4	Jessica Murphy		Business Analyst 2	Jan	25
5	Lisa Rodriguez		Software Developer 1	Jan	10
6	Blake Drummund		Software Developer 2	Jan	10
7	Izzy Irizary		Software Developer 3	Jan	10
8	Jake Savage		Quality Assurance 1	Jan	25
9	Ludvig Luger		Quality Assurance 2	Jan	25
10	Lex Borga		Quality Assurance 3	Jan	25

Step 15: Since cell B2 is a hyperlink, you will need to click and hold for a couple of seconds to select this cell without hyperlinking to an email program. You will know the cell is selected when your cursor turns from a pointing finger to a white "plus" pointer. Click the cell handle and drag down to row 10. When done, you will notice a quick menu to the right of the cell handle. Click the drop-down arrow and a menu will appear. Select FLASH FILL and the names from Column A will automatically be filled as emails in Column B.

	A	B	C	D	E
1	Full Name	Email	Function	Month	Hours
2	Daniel Rivera	Daniel.Rivera@company.com	Project Manager 1	Jan	40
3	Robert Johnson	Daniel.Rivera@company.com	Business Analyst 1	Jan	25
4	Jessica Murphy	Daniel.Rivera@company.com	Business Analyst 2	Jan	25
5	Lisa Rodriguez	Daniel.Rivera@company.com	Software Developer 1	Jan	10
6	Blake Drummund	Daniel.Rivera@company.com	Software Developer 2	Jan	10
7	Izzy Irizary	Daniel.Rivera@company.com	Software Developer 3	Jan	10
8	Jake Savage	Daniel.Rivera@company.com	Quality Assurance 1	Jan	25
9	Ludvig Luger	Daniel.Rivera@company.com	Quality Assurance 2	Jan	25
10	Lex Borga	Daniel.Rivera@company.com	Quality Assurance 3	Jan	25
11					
12		⊙ Copy Cells			
13		○ Fill Formatting Only			
14		○ Fill Without Formatting			
15		○ Flash Fill			
16					

Step 16: Your spreadsheet should look similar to the one below.

	A	B	C	D	E
1	Full Name	Email	Function	Month	Hours
2	Daniel Rivera	Daniel.Rivera@company.com	Project Manager 1	Jan	40
3	Robert Johnson	Robert.Johnson@company.cor	Business Analyst 1	Jan	25
4	Jessica Murphy	Jessica.Murphy@company.con	Business Analyst 2	Jan	25
5	Lisa Rodriguez	Lisa.Rodriguez@company.com	Software Developer 1	Jan	10
6	Blake Drummund	Blake.Drummund@company.c	Software Developer 2	Jan	10
7	Izzy Irizary	Izzy.Irizary@company.com	Software Developer 3	Jan	10
8	Jake Savage	Jake.Savage@company.com	Quality Assurance 1	Jan	25
9	Ludvig Luger	Ludvig.Luger@company.com	Quality Assurance 2	Jan	25
10	Lex Borga	Lex.Borga@company.com	Quality Assurance 3	Jan	25

This brings us to the end of this project. If you have any questions or comments, please feel free to contact me at: www.DanRiveraPMP.com/ms-excel-for-project-managers.