**Tech Audit Readiness Assessment: Excel**

Follow the instructions below for each sheet to complete the Excel portion of the Tech Audit Readiness Assessment. Use the Excel Assessment Template found at: <http://www.law.uga.edu/sites/default/files/excel_assessment_template.xlsx>

**Sheet 1: Individual Billable Hours**

1. Adjust the height and width for columns A through G as needed to allow more space for the text.
2. Bold the font in row 1.
3. Center the text for row 1.
4. Make the bottom border visible for row 1.
5. Copy and paste in data into the appropriate columns from page 2 of this document.
6. Center the text for all rows containing data.
7. Set up the formula for time calculation for column E using “roundup”
   1. Ex. =ROUNDUP((G2-F2)\*24,1)
   2. Apply this formula to each row that contains data for column E.
8. Format the date column to M/D/YEAR (ex. 3/2/2005)
9. Add the text “TOTAL” to the row after the last row of data in column D.
10. Bold the text “TOTAL”.
11. Align the text to the left.
12. In the cell to the right of “TOTAL” (column E) use Auto-Sum to generate total hours.
13. Set the print area for the cells that have content.
14. Set the page layout to landscape (horizontal).
15. Set the “view” for this sheet to “page layout” instead of normal.
16. Give the page the title “My Billable Time”.
17. Bold the title.
18. Do a “Save As” of the file and give it the name LTA\_Excel\_myid. (Where “myid” insert your personal uga my id) Save it with the extension xls or xlsx.

**Sheet 2: Firm Yearly Analysis**

1. Adjust the width of columns A through F.
2. Using the data from page 3 of this document, copy and “paste special” (match formatting, text or un-formatted) into the appropriate cells.
3. Format the date columns (column C and D) to Month D, YEAR (ex. January 4, 2014)
4. Calculatethe duration of each project using the start and end dates with the formula “days360”
   1. Ex. =DAYS360((C7),(D7),FALSE)
   2. Apply this formula to cells F7 through F28
5. Calculatethe total of hours (actual work) and days (duration) by using auto SUM so that the totals for each appear in cells E29 and F30.
6. Use auto-fill down to create duplicate formatting of row 29 in row 30.
7. Rename cell A30 “AVERAGE”.
8. Change the formula for cells E30 and F30 to average (instead of sum).
9. Save your document.

**Tech Audit Readiness Assessment: Excel**

**Final Save**

Do a final “Save” of the file and make sure the name is: LTA\_Excel\_myid.

(Where “myid” insert your personal uga my id) Save it with the extension xls or xlsx.

Ex. **LTA\_Excel\_rsevans.xlsx**

**Upload & Submit**

Upload the finished document to [www.law.uga.edu/legal-tech-audit](http://www.law.uga.edu/legal-tech-audit) by March 27, 2015

**Raw Data for Excel Assessment**

Individual Billable Hours

**Date**

3-May-2009

3-May-2009

9-June-2009

11-June-2009

13-June-2009

14-June-2009

15-July-2009

18-July-2009

19-July-2009

21-July-2009

25-July-2009

28-July-2009

30-July-2009

2-August-2009

4-August-2009

5-August-2009

7-August-2009

11-August-2009

14-August-2009

16-August-2009

19-August-2009

22-August-2009

29-August-2009

1-September-2009

20-September-2009

22-September-2009

27-September-2009

28-September-2009

31-September-2009

5-October-2009

**Client**

Jane

Jimmy

John

Lucy

Tim

Arnold

Sarah

Carpenter

Sandy

Clayton

Thomas

Clayton

Jane

Jimmy

John

Lucy

Tim

Arnold

Sarah

Carpenter

Sandy

Clayton

Thomas

Clayton

Jane

Jimmy

John

Lucy

Tim

Arnold

**Matter**

Mac v. PC

Mac v. PC

Mobile v. Desktop

Company v. Employee

Tax Related

Divorce

Intellectual Property

Malpractice

Mac v. PC

Mac v. PC

Mobile v. Desktop

Company v. Employee

Tax Related

Divorce

Intellectual Property

Malpractice

Mac v. PC

Mac v. PC

Mobile v. Desktop

Company v. Employee

Tax Related

Divorce

Intellectual Property

Malpractice

Mac v. PC

Mac v. PC

Mobile v. Desktop

Company v. Employee

Tax Related

Divorce

**Work Performed**

Researched defamation claim

Draft Legal Copy for Commercial

Researched defamation claim

Draft Legal Copy for Commercial

Preparations

Consultation and Paperwork

Preparations

Draft Legal Copy for Commercial

Researched defamation claim

Draft Legal Copy for Commercial

Researched defamation claim

Draft Legal Copy for Commercial

Preparations

Consultation and Paperwork

Preparations

Draft Legal Copy for Commercial

Researched defamation claim

Draft Legal Copy for Commercial

Researched defamation claim

Draft Legal Copy for Commercial

Preparations

Consultation and Paperwork

Preparations

Draft Legal Copy for Commercial

Researched defamation claim

Draft Legal Copy for Commercial

Researched defamation claim

Draft Legal Copy for Commercial

Preparations

Consultation and Paperwork

**Start**

8:45 AM

1:04 PM

2:15 PM

9:00 AM

12:00 PM

9:45 AM

10:30 AM

1:20 PM

2:45 PM

3:50 PM

8:50 AM

8:15 AM

3:10 PM

8:45 AM

1:04 PM

2:15 PM

9:00 AM

12:00 PM

9:45 AM

10:30 AM

1:20 PM

2:45 PM

3:50 PM

8:50 AM

8:15 AM

3:10 PM

8:45 AM

1:04 PM

2:15 PM

9:00 AM

**End**

11:36 AM

2:16 PM

4:10 PM

12:00 PM

2:00 Pm

11:00 AM

11:15 AM

2:40 PM

3:50 PM

4:30 PM

11:35 PM

9:55 PM

5:00 PM

11:36 AM

2:16 PM

4:10 PM

12:00 PM

2:00 Pm

11:00 AM

11:15 AM

2:40 PM

3:50 PM

4:30 PM

11:35 PM

9:55 PM

5:00 PM

11:36 AM

2:16 PM

4:10 PM

12:00 PM

**Raw Data for Excel Assessment**

Firm Yearly Analysis

**Projects**

A. Datum Corporation

Adventure Works

Alpine Ski House

Baldwin Museum of Science

Blue Yonder Airlines

City Power & Light

Coho Vineyard

Coho Winery

Coho Vineyard & Winery

Contoso, Ltd.

Contoso Pharmaceuticals

Consolidated Messenger

Fabrikam, Inc.

Fourth Coffee

Graphic Design Institute

Humongous Insurance

Litware, Inc.

Lucerne Publishing

Margie's Travel

Northwind Traders

Proseware, Inc.

School of Fine Art

**Hours**

200

400

500

150

250

300

500

750

450

250

200

180

250

240

320

550

350

200

220

600

525

180

**Start**

1/4/2014

1/20/2014

2/6/2014

2/24/2014

3/8/2014

3/19/2014

4/10/2014

4/18/2014

5/12/2014

5/23/2014

6/14/2014

6/30/2014

1/16/2014

7/17/2014

7/25/2014

8/1/2014

8/20/2014

9/2/2014

9/12/2014

10/12/2014

10/24/2014

11/4/2014

**End**

3/4/2014

2/21/2014

4/16/2014

4/25/2014

3/18/2014

4/29/2014

4/20/2014

5/12/2014

6/22/2014

7/21/2014

8/12/2014

8/30/2014

8/15/2014

9/1/2014

9/30/2014

10/1/2014

10/2/2014

11/12/2014

11/25/2014

12/20/2014

12/14/2014

11/24/2014