

CONTENT-BASED ASSESSMENTS

Mastering Excel Project 4G Warehouse Loan and Staff Lookup Form (continued)

1 In your student files, locate and open the file **e04G_Warehouse_Loan**, and Save it in your Excel Chapter 4 folder as **Lastname_Firstname_4G_Warehouse_Loan**. Display the **Warehouse Payment Table** sheet. In cell B9, enter rates in decrements of .5% beginning with 7.5% and ending with 4% in cell B16. Format rates with two decimal places.

2 In cell B8, enter a PMT function using the information in cells B2:B4. Create a Data Table in the range B8:H16 using the information in cells B2:B4 in which the Row input cell is the Period and the Column input cell is the Interest rate. Apply the format from B8 to the results in the data table. Select the payment option closest to \$10,000 per month and format the option with the Note cell style.

3 Insert a footer that includes the file name, and document properties that include your firstname and lastname as the Author, your course name and section # as the Subject, and the tags warehouse loan. Change the Orientation to Landscape, center Horizontally, and return to Normal view. Print Preview, Save, and then print or submit electronically as directed. Close this workbook.

4 Open the file **e04G_Staff_Form**, and Save it in your Excel Chapter 4 folder as **Lastname_Firstname_4G_Staff_Form**. On the Job Information sheet, select the range A4:C11, and then Sort the selection by Job Code. Name the range A4:A11 by the name in the top row. Display the Staffing Plan sheet, and select the range A9:A18. Display the Data Validation dialog box, and validate from a List using the Source =Job_Code

5 Click cell A9, and then click M-MG. Click cell B9, and insert a VLOOKUP function that looks up the Description from the Job Information worksheet using the Job Code.

6 With cell B9 as the active cell, fill the VLOOKUP formula through cell B18. In cell C9, type 1 as the # of Positions and in cell D9, type Management as the Type. In cell E9, insert the VLOOKUP function that looks up the Salary from the Job Information worksheet using the Job Code. Copy the VLOOKUP formula down into cell E18.

7 Beginning in cell A10, add these staff positions:

Item	# of Positions	Type
C-CASH	3	Cashier
C-CSA	1	Customer Service
M-AMG	3	Management

8 Delete any unused rows between the last item and the Total row. Sum the Budget Amount column and apply the Total cell style. Group the worksheets, insert a footer in the left section with the file name, center the worksheets Horizontally, and change the Orientation to Landscape. Update the document properties with your name and course name and section #, and add the Tags planning, staff Print Preview, ungroup the worksheets, Save, and then submit it as directed. Close this workbook.

9 From your student files, open **e04G_Online_Bracelet_Revenue**, and then Save the file in your Excel Chapter 4 folder as **Lastname_Firstname_4G_Online_Bracelet_Revenue**

10 Click cell I5, and then on the FORMULAS tab, click Trace Precedents. Click Error Checking, and then click Edit in Formula Bar. Change \$B\$14 to \$B\$15 so that the formula is using the Growth Assumption for Beaded Bracelets, not for Crystal Bracelets.

11 On the FORMULAS tab, in the Formula Auditing group, click Error Checking. In cell M6, notice the formula is trying to divide by cell L10, which is empty. Click Edit in Formula Bar, change 10 to 9 and then in the Error Checking dialog box, click Resume.

12 In cell F7, examine the error information, and then click Copy Formula from Above. Examine the error in cell J8, and then click Copy Formula from Left. Click OK. Use Format Painter to copy the format in cell M5 to cell M6.

13 Insert a footer with the file name in the left section and center the worksheet Horizontally. To the Document Properties, add your firstname and lastname as the Author, add your course name and section # as the Subject, and add online bracelet revenue as the Tags. Display and examine the Print Preview, make any necessary corrections, ungroup the worksheets, Save, and then print or submit electronically as directed by your instructor. If required, print or create an electronic version of your worksheets with formulas displayed Project 1A. Close Excel.

END | You have completed Project 4G

Use Financial and Lookup Functions, Define Names, Validate Data, and Audit Worksheets

CONTENT-BASED ASSESSMENTS

Mastering Excel Project 4F Lookup Form and Sales Revenue (continued)

1 Open **e04F_Advertising_Form**. Save the file in your **Excel Chapter 4** folder as **Lastname_Firstname_4F_Advertising_Form**. Display the **Advertising Rate Information** sheet, select the range **A4:C11**, and **Sort by Code**. Name the range **A4:A11** using **Create from Selection**. Display the **Advertising Order Form** sheet; in the range **A9:A18** create a **data validation list** using the defined name **Code**.

2 Click cell **A9**, click the **list arrow**, click **D-PH**. With cell **B9** as the active cell, insert a **VLOOKUP** function that will look up the **Description** from the **Advertising Rate Information** sheet using the **Item** number.

3 With cell **B9** as the active cell, fill the **VLOOKUP** formula through cell **B18**. In cell **C9**, type **4** and in cell **D9**, type **Regional**. With cell **E9** as the active cell, insert a **VLOOKUP** function to look up **Unit Price**. Copy the **VLOOKUP** formula through cell **E18**. Add the following orders:

Item	Quantity	Type
D-R	6	National
D-IN	15	Internet
B-BB	7	Billboard

4 Delete unused rows, sum the **Order Amount**, and apply **Total** cell style. Group the worksheets, insert a footer that includes the file name. **Center** the worksheets **Horizontally** on the page. Document properties should include the tags **advertising costs** and **form**. Ungroup the

worksheets, **Save** and **Close** your workbook but leave Excel open.

5 Open the file **e04F_New_York_Revenue**, and then **Save** the file in your **Excel Chapter 4** folder as **Lastname_Firstname_4F_New_York_Revenue**.

6 Click cell **I5**, which displays a green triangle indicating a potential error, and then on the **FORMULAS** tab, click **Trace Precedents**. Click **Error Checking**, and then click **Edit in Formula Bar**. Change **\$B\$14** to **\$B\$15** so that the formula is using the **Growth Assumption** for **Belts**, not for **Key Chains**.

7 On the **FORMULAS** tab, in the **Formula Auditing** group, click **Error Checking** to begin checking for errors from this point in the worksheet. In cell **M6**, the flagged error, notice the formula is trying to divide by cell **L10**, which is empty. Click **Edit in Formula Bar**, change **10** to **9** and then in the **Error Checking** dialog box, click **Resume**.

8 In cell **F7**, examine the error information, and then click **Copy Formula from Above**. Examine the error in cell **J8**, and then click **Copy Formula from Left**. Use **Format Painter** to copy the format in cell **M5** to cell **M6**.

9 Insert a footer with the file name in the **left section**, **center** the worksheet **Horizontally**. Display the **Document Properties**, add your name as the **Author**, type your course name and section # in the **Subject** box, and as the **Tags**, type **New York revenue**. **Save** your workbook. Display and examine the **Print Preview**, make any necessary corrections, ungroup the worksheets, **Save**, and then print or submit electronically as directed by your instructor. If you are directed to do so, print the formulas. **Close** Excel.

END | You have completed Project 4F