

EXCEL PRACTICAL EXERCISE – 4

Formatting, Formulas and Charting

You are the Manager for a small store. You want to keep track of how well your employees did with the sales so that you can give them a prize.

Instructions:

1. Save the workbook as yourname_P4
2. Enter the data below into an Excel Spreadsheet. Be sure to keep the same columns and rows.

	A	B	C	D	E	F	G	H
1	First Name	Last Name	Months Employed	Books	Candy	Magazines	Music	Misc
2	Jacey	Morgan	35	8	5	6	9	12
3	Matin	Perez	33	5	8	3	7	7
4	Roger	Francy	25	6	7	2	5	16
5	Susan	Ares	15	8	6	8	8	21
6	Sura	Tan	24	2	8	4	8	18
7	Hank	Rogers	19	4	2	5	9	3
8	Fred	Kreuger	22	6	4	2	11	14
9	Rebecca	Dorian	11	4	2	1	5	11
10	Marge	Simpson	18	7	4	5	2	8

3. Enter the row title **TOTAL** at cell A11
4. Enter the column title **TOTAL** at cell I1
5. Enter the column title **PRIZE** at cell J1
6. Insert 2 blank lines about row 1
7. Enter the title at A1: **Employee Sales**
8. Enter the subtitle at A2: **First Quarter**
9. Use the **SUM** function to find the Totals for each type of item sold
10. Use the **SUM** function to find the Totals for the amount each Employee sold

ABSOLUTE REFERENCE AND IF STATEMENT

11. Enter the following row titles:
 - a. A15: Prize
 - i. Make it bold
 - b. A16: T-Shirt
 - c. A17: No Prize
12. Using the IF function and using Absolute Reference find the Prize for each of the Employee in the PRIZE column
 - a. If they sold more than (45 items) they get a t-shirt
 - b. Else they don't get a prize

Excel Practical Test Questions Answers

**American School of Correspondence
(Chicago)**



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