

## **Excel Final**

### **Part 1: Calculate Percentages**

The used car lot that you work for is developing a bonus plan for its sales team. Your boss has given you each employee's total sales for last month. He wants you to calculate how much a 5%, 10%, and 15% bonus will be for each employee. Then he will decide which percent to give each salesperson. You decide to create a workbook that calculates the percentages for you.

1. Create a new Excel workbook (p 207)
2. In cell A1 type the title of your chart *Car Sales Commissions*. Select cells A1 through E1 and click the *Merge and Center* button. Set the title to any bold Modern font at 16pts size.
3. In cell A2, type in: Employee Names. On your own come up with and type in 10 employee names (last name, first initial) in cells A3 through A12.
4. In cells B2 through E2 key the following column labels:
  - a. *Total Sales*
  - b. *5% Bonus*
  - c. *10% Bonus*
  - d. *15% Bonus.*
5. Adjust the width of each column so that cell contents fit. (p. 261)
6. In cells B3 through B12, on your own come up with and type in each employee's total sales. Use numbers between 15,000 and 30,000. (p. 260)
7. Click cell C3. Type in a formula that calculates 5% of the first employee's total sales. (p. 286)
8. Copy that formula to cells C4 to C12.
9. Click cell D3. Type in a formula that calculates 10% of the first employee's total sales. (p. 286)
10. Copy that formula to cells D4 to D12.
11. Click cell E3. Type in a formula that calculates 15% of the first employee's total sales. (p. 286)
12. Copy that formula to cells E4 to E12.
13. Apply the Currency style to the numbers in columns B, C, D and E.
14. Use fonts, text styles and sizes, borders, colors, shading, and bolding to make your worksheet clear, readable and beautiful.
15. Type your name in cell E18 and you Period in Cell E19

## Part 2: Organize Your Landscape Business

You and three friends have decided to start a landscaping business. You want to use Excel to create all of your business records.

### Part A: Create a Payroll Record.

Your first task is to create a worksheet to track how many hours you work (you can make this new worksheet in the same file as the *Car Sales Commissions* by putting it on Sheet 2).

1. In cells A2 through A5, list your name along with the names of your business partners Taylor, Sharon and Mark.
2. Start in cell B1 and use seven columns to list the days of the week. Label the column to the right of the weekday columns *Total Hours*.
3. Label the column next to the *Total Hours* column *Paycheck*.
4. Set the row and column heads to any bold Oldstyle font. Adjust the column width as necessary.
5. Place a border on the right edge of cells A2 through A5 and a bottom border on cells B1 through J1.
6. Use the information from the data file **Hours.doc** (found on the class website) to fill in the payroll record.
7. At the top of your worksheet add a new row and write the title for this work sheet: "*Landscape Payroll.*" Merge and center the title over all of the column cells. Set the title to any bold Sab Serif font at 16pts size.

### Part B: Calculate Paychecks.

At the end of the first week, your new business is doing well. Now you need to figure out how many total hours you, Taylor, Sharon, and Mark worked and how much each of you earned for the week.

Follow the steps below to make the calculations:

1. In the *Total Hours* column of your worksheet, write a formula to calculate the total number of hours that each person worked. Distribute the equation down for all of your partners.
2. Then in the *Paycheck* column write a formula to find how much each person made your first week. The hourly rate is \$14.50.
3. Finally put a double border under cell J6 and calculate the total payroll for that week by adding up both the *Total Hours* column in cell I7 and the *Paycheck* column in cell J7. Put the label "*Total Payroll*" in cell H7. Make the label and totals bold.
4. Apply the Currency style to the numbers in the *Paycheck* column.
5. Type your name in cell H10 and you Period in cell H11

### **Part C: Keep Track of Your Work.**

You and your business partners want to keep track of the types of work that you do so that you can see how much money each type of work is bringing in. You decide to use Excel to create a worksheet (you can make this new worksheet on Sheet 3).

In a new worksheet, create a column for each of the following data:

1. Customer Name
  2. Planting
  3. Lawn Maintenance
  4. Fertilizing
  5. Leaf Raking
  6. Customer Total
- Use the data in the **Lawns.doc** (found on the class website) data file to fill in your worksheet. Apply Currency style to the numbers you enter. In the *Customer Total* column, calculate the total for each customer.
  - At the bottom of your worksheet add a row labeled *Total Per Service*. Adjust column width as necessary. Find the sum of the column for *Lawn Maintenance*, *Leaf Raking*, *Planting*, and *Fertilizing*.
  - At the top of your worksheet add a new row and write the title for this work sheet: *Landscape Customers*, merge and center the title over all of the column cells.
  - Use fonts, text styles and sizes, borders, colors, shading, and bolding to make your worksheet clear, readable and beautiful.
  - Type your name in cell F18 and you Period in Cell F19

### **Part D: Create a Chart.**

You want to be able to see who your best customers are quickly. You decide to sort your worksheet and create a chart.

In your *Landscape Customer* worksheet, select a cell in the *Customer Total* column.

1. Sort the column in descending order so that your best customers are at the top of the worksheet. Select cells A2 to E12. Create a column chart that shows how much each customer spent on each service.
2. Make the chart x axis measure the Job Type instead of the Customers: use Switch Row/Column.
3. Add the horizontal axis label "Job Type" and the rotated vertical axis "Amount Spent".
4. Add the Chart Title (Title Above Chart) "Customer Job Breakdowns".
5. Drag the column chart below your data and adjust the size so that it is readable.

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**Self Assess: Review your Worksheets.**

Have You...?

- Correctly labeled the rows
- Correctly labeled the columns
- Bolded the column heads
- Added borders to the row and column heads
- Entered the data correctly
- Use borders, shading, and bolding to make your worksheet clear and beautiful

**Turn In your Worksheets.**

When you are done call me over to put a copy of your THREE worksheets on my disk.  
Then you are done! Have a GREAT break...!