Excel Packet

Excel Practice Worksheet 1

Use the following spreadsheet to answer questions 1 through 6 below. Ensure you use cell references to perform calculations.

	A	B	C	D	E	F
1	**Women's Fashions**					
2						
3	**Brand**	**Description**	**Color**	**Regular Price**	**Sale Price**	
4	Nine & Company	Ribbon-Seam Boucle Skirt	Blue Plaid	$44.00	$26.40	
5	Apt. 9	Neapolitan Striped Pant	Taupe	$44.00	$27.99	
6	Axcess	Solid Dress Pants	Chalk	$49.00	$29.40	
7	Daisy Fuentes	Striped Skirt	Turquoise	$44.00	$29.99	
8	Gloria Vanderbilt	Irene Pants	Black	$38.00	$22.80	
9						
10						
11						
12						

1. Write a formula that calculates the total cost if you bought one of each item in rows 4, 5, and 8 at the regular price.

2. Write a formula that uses a function to calculate the total cost for all items at the sale price.

3. Write a formula that uses a function to determine the average regular price.

4. Write a formula that uses functions to average the values in the Sale Price column.

5. Write a formula that uses a function to calculate the most expensive item at Regular Price.

6. Write a formula that uses a function to show the least expensive item during the sale.

Refer to the following spreadsheet for questions 7 through 10.

	A	B	C	D	E	F	G
1	Federal Tax Rate		28%				
2	State Tax Rate		10%				
3	Social Security Rate		6.2%				
4							
5							
6	Last Name	First Name	Annual Salary	Weekly Pay	Federal Tax	State Tax	Social Security Tax
7	Grossman	Jill	$31,824.00	$612.00			
8	Jones	Jason	$26,000.00	$500.00			
9	Smith	Sally	$49,140.00	$945.00			
10	Taylor	Robert	$52,000.00	$1,000.00			
11							
12							

7. Federal Income Tax is calculated by multiplying weekly pay by the contents in cell C1. Write a formula for cell E7 that uses absolute and relative cell references to calculate federal tax amounts. Write the formula so that you would be able to copy it to cells E8 through E10.

8. State Income Tax is calculated by multiplying weekly pay by the contents in cell C2. Write a formula for cell F7 that uses absolute and relative cell references to calculate state tax amounts. Write the formula so that you would be able to copy it to cells F8 through F10.

9. Social Security Tax is calculated by multiplying weekly pay by the contents in cell C3. Write a formula for cell G7 that uses absolute and relative cell references to calculate Social Security tax amounts. Write the formula so that you would be able to copy it to cells G8 through G10.

10. Net Pay is calculated by deducting all tax amounts from the Weekly Pay. Write a formula that would calculate Net Pay for Robert Taylor.

Excel Practice Worksheet 2

Use the following spreadsheet to answer the questions below.

	A	B	C
1	1.25	5.6895	8.2
2	5.32	3	2.1
3	12	8	9.9228
4	3.5	7.25	2
5	25.1	6.85	3.59

1. Write a formula that multiplies cells A1 by B2 and then adds B3.

2. Write a formula that uses a function to add all the values in column C.

3. Write a formula that uses functions to add all the values in columns A and C.

4. Write a formula that uses a function to average all the values in row 2.

5. Write a formula that uses a function to calculate the largest value in row 2.

6. Write a formula that uses a function to show the smallest value in column C.

7. Write a formula that uses a function to determine the greatest value in the entire spreadsheet.

8. You are taking a course where you can get a grade of either Passing or Failing. A passing grade is equal to or greater than 65%. Your final grade is calculated in a spreadsheet in cell F3. Write an IF statement for F4 which will determine whether you are passing or failing the course.

9. Refer to the following spreadsheet:

	A	B	C	D	E	F	G
1		June Expenses Budget				July Expenses Budget	
2		Budgeted	Actual	Difference		Budgeted	
3	Soap	$35.00	$28.65	$6.35			
4	Wax	$50.00	$50.25	-$0.25			

July's budgeted expenses are based on the differences between the budgeted and actual expenses for June stored in column D. July's budgeted expenses will be the same as those for June when the difference is greater than or equal to 0, otherwise they will be 5% more. Write an IF statement for F3 which would calculate the budgeted expense for July.

10. Refer to the following spreadsheet:

	A	B	C	D	E	F	I
1	Soc. Sec. Rate:		6%				
2							
3	First Name	Last Name	Salary	Position	Weekly Pay	Taxes	Bonus
4	Sang	Cho	$42,000	Manager	$808.00		
5	Jill	Grossman	$25,500	Assistant	$490.00		

Taxes are calculated by multiplying 15% by the weekly pay when the salary is less than $30,000, and 28% by the weekly pay when equal to or higher than $30,000. Write a formula for F4 that uses a function to calculate the taxes.

Bonuses are based on the position the employee holds. Managers receive a bonus of 20% of their weekly pay while assistants receive a bonus of 10% of their weekly pay. Write an IF function for I4 to calculate bonuses.

11. Refer to the following spreadsheet:

	A	B	C	D
1	Act	Seats	Price	Handling Fee
2	The Motherboards	Floor	$55	
3		Balcony	$40	

The handling fee is $5 when the price of a ticket is less than or equal to $50, and $10 when the ticket price is greater than $50. Write a formula for D2 that calculates the handling fee.

12. Refer to the following spreadsheet:

	A	B	C	D	E
1	Coin	Year	Grade	Value	Status
2	Half Dollar	1860	MS- 63	$679	
3	Half Dollar	1917	MS- 63	$125	

It is best to trade a coin which has a value less than or equal to $150. Write an IF function for E2 that displays Trade for coins that should be traded or Keep for coins that should not be traded.

13. Refer to the following spreadsheet:

	A	B	C	D	H	I
1	Investments					
2						
3	Stock	Shares Purchased	Purchase Price	Original Value	March Value	Status
4	Campbell's Soup	80	$51.00	$4,080.00	$5,400.00	
5	Chrysler	50	$37.25	$1,862.50	$1,162.50	

It is best to sell those stocks whose March value is at least 25% higher then their original value. Write a formula for I4 that uses a function to display Sell for stocks that should be sold and Retain for stocks that should be held.

14. Refer to the following spreadsheet:

	A	B	C	E	G
1	Soc. Sec. Rate:		6%		
2					
3	First Name	Last Name	Salary	Weekly Pay	Social Security Tax
4	Sang	Cho	$42,000	$808.00	
5	Jill	Grossman	$25,500	$490.00	
6	Jason	Jones	$26,000	$500.00	

Social Security Tax is calculated by multiplying weekly pay by the contents in cell C1. Write a formula for G4 that use absolute and relative cell references to calculate Social Security taxes. Write the formula in such a way that you would be able to fill the formula into cells G5 and G6.

What would happen if you changed the social security rate to 6.5%?

15. Refer to the following spreadsheet:

	A	B	C	D
1	Brochure Costs			
2				
3	Number of Brochures:		100	250
4				
5	Fixed Costs:			
6	Art work		$500.00	$500.00
7	Salaries		$1,500.00	$1,500.00
8	Initial setup fee		$1,000.00	$1,000.00
9	Variable Costs:			
10	Paper	$0.20		
11	Printing	$0.15		
12	Labor	$0.07		
13	Shipping	$0.10		

Variable costs are determined by multiplying the contents in column B by the number of brochures produced. Write a formula that uses absolute and relative cell references to calculate the paper costs when you produce 100 brochures. Write the formula in such a way that you would be able to fill the formula to cells C11-C13 and D10-D13.