# **Excel\_7G\_Loan\_Flowers\_Staff**

## **Project Description:**

In this project, you will create a named range and use it to set data validation. You will use a PMT function to calculate a value and then use it in a two-variable data table. You will also enter VLOOKUP functions to return values from a table, and format cells in the workbook. You will also audit a worksheet, correct errors, and use the MATCH and INDEX functions.

## **Steps to Perform:**

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| 1 | Open the file *Excel\_7G\_Loan\_Flowers\_Staff.xlsx* downloaded with this project. | 0 |
| 2 | Display the second worksheet—Warehouse Payment Table. In cell B8, enter a PMT function using cell B4 divided by **12** as the rate, cell B3 as the number of payment periods, and cell B2 as the present value of the loan. Display the result as a positive number. | 8 |
| 3 | Create a two-variable data table in the range B8:H16. Set cell B3 as the row input cell, and cell B4 as the column input cell. From the Cell Styles gallery, apply the Currency cell style to the range C9:H16. Select the payment option closest to but less than $10,000 per month for a 120-month loan—cell D15—and format the option with the Note cell style. Click cell A1 and Save your workbook. | 13 |
| 4 | Display the fourth worksheet—Job Information. Select the range A4:C11, and then sort the range by Job Code in ascending order. By using the Create from Selection command, create a range named **Job\_Code** using the data in the range A4:A11. Click cell A1. | 4 |
| 5 | Display the Staffing Plan worksheet, and then select the range A9:A18. Create a Data Validation list with Source equal to the named range **Job\_Code** | 2 |
| 6 | Click cell A9, click the list arrow, and then click M-AMG. Click cell B9 to make it the active cell, and then insert a VLOOKUP function that will look up the Description of the Job Code in cell A9 using the information in the Job Information worksheet as the table array. After selecting the table array, be sure to press F4 to make it an absolute cell reference. The Description to be looked up is in column **2** of the table array. | 9 |
| 7 | With cell B9 as the active cell, copy the VLOOKUP formula down through cell B18. In cell C9, type **3** as the # of Positions and in cell D9, type **Management** as the Type. | 6 |
| 8 | In cell E9, insert the VLOOKUP function to look up the Salary of the Job Code in cell A9 by using the information in the Job Information sheet as the table array; the Salary is in column **3** of the table array. Copy the VLOOKUP formula in cell E9 down through cell E18. | 4 |
| 9 | Add the following staff position in cell A10:  **S-STR 5 Stock** | 2 |
| 10 | Delete the unused rows between the last item and the Total row. Sum the Budget Amount column and apply the Total cell style. Click cell A1 and Save your workbook. | 6 |
| 11 | Display the Revenue worksheet. Click cell I5, and then on the Formulas tab, click Trace Precedents. On the ribbon, in the Formula Auditing group, click Error Checking, and then click Edit in Formula Bar. Edit the formula so that the formula is using the Growth Assumption for *Bridal Baskets*, not for *Baby Baskets*. | 8 |
| 12 | In the Error Checking dialog box, click Resume. 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** Ensure that the reference to L9 is an absolute reference, and then in the Error Checking dialog box, click Resume. | 8 |
| 13 | 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. Click cell A1 and Save your workbook. | 10 |
| 14 | Display the Suppliers worksheet. In cell B2, insert a MATCH function to find the position of *Rose Boxes* in the range c6:c27. In cell B3, insert a combined INDEX and MATCH function to display the name of the supplier for *Rose Boxes*. Click cell A1, and then Save your workbook. | 10 |
| 15 | In the sheet tab row, right-click any sheet tab, and then click Select All Sheets. Display the Page Setup dialog box. From the Margins tab, center the worksheets on the page horizontally. From the Header/Footer tab, create a Custom Footer with the file name in the Left section and the sheet name in the Right section. Right-click the sheet tab, and then click Ungroup Sheets. Display the Warehouse Payment Table worksheet, and then set this sheet’s Orientation to Landscape. Display the Revenue sheet. For this sheet, set the Orientation to Landscape, and in the Scale to Fit group, set the Scale to 90%. | 9 |
| 16 | Display Backstage view, click Show All Properties. On the list of Properties, in the Tags box, type **staffing plan, flower revenue** In the Subject box, type your course name and section number. Under Related People, be sure that your name displays as the author. On the left, click Print. Under Settings, click the Print Active Sheets arrow, and then click Print Entire Workbook. At the bottom of the window, click Next Page to scroll through the six worksheets and check for any errors. On the left, click Save. | 1 |
| 17 | Save the workbook. Close the workbook and then exit Excel. Submit the workbook as directed. | 0 |

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| **Total Points** | **100** |