

EXERSISE- 2

	A	B	C	D	E	F	G
1	ABC STORE						
2	Product	Number of Units	List Price	Discount	Sales Price	Sales Tax	Total Price
3	Beauty Products	420	800	100	?	?	?
4	Handbags	150	789	43			
5	Perfumes	200	890	88			
6	Accessories	98	460	25			
7	Summer Clothes	75	560	30			
8							

1. Create the worksheet shown above.
2. Set the column widths appropriately.
3. Enter a formula to find **Sales Price** for the first item.
Sale Price = List Price-Discout. Copy the formula to the remaining items.
4. Enter a formula to find **Sales Tax** for the first Item.
Sale Tax = Sales Price * 0.05. Copy the formula to the remaining items.
5. Enter a formula to find Total Price for the first item.
Total Price = Sales Price + Sales Tax. Copy the formula to the remaining items.
6. Set the columns labels alignments appropriately.
7. Create a Header that includes Your Name in the left section, Date in the center section, and Your ID number in the right section.
8. Create Footer with Page Number in the center section.
9. Center the worksheet vertically and horizontally on the page.
10. Save the file with the name **Excel 2.**

EXERSISE- 3

2	Quarterly Salary Report: April-June					
3						
4	EMP NO.	Employment Name	Base Salary	Sales	Commission	Quarterly Salary
5	100	Ahmed	1250	45453	?	?
6	102	Sami	1165	56643	↓	↓
7		Khalid	1076	64623		
8		Majid	1340	48000		
9		Hassan	1220	521212	↓	↓
10						
11		Totals	?	?	?	?
12		Average	?	?	?	?
13		Highest	?	?	?	?
14		Lowest	?	?	?	?
15		Count	?			
16						

1. Create the worksheet shown above.
2. Set the column widths as follows:
Column A: 5, Column B: 18, Columns C & D: 13, Columns E & F: 14.
3. Enter the formula to find **COMMISSION** for the first employee. The commission rate is 4% of Sales (i.e. **COMMISSION = SALES * 4%**). Copy the formula to the remaining employees.
4. Enter the formula to find **QUARTERLY SALARY** for the first employee where **QUARTERLY SALARY = BASE SALARY + COMMISSION**. Copy the formula to the remaining employees.
5. Enter formula to find **TOTALS**, **AVERAGE**, **HIEGHEST**, **LOWEST** and **COUNT** values. Copy the formulas to each column.
6. Format numeric data to include commas and two decimal places.
7. Align all column title labels horizontally and vertically at the center.
8. Create a Header that includes Your Name in the left section, Page Number in the center section, and Your ID Number in the right section.
9. Create Footer with Date in the left section and Time in the right section.

EXERCISE- 4

	A	B	C	D	E	F
1	First Sem-Results					
2						
3	Student	Test Average	Project	Total	Final Grade Pass or Fail	Performance
4	Ahmed	74.1	5	?	?	?
5	Ali	51.5				
6	Amal	59.9	7			
7	Mona	79.4	8			
8	Eman	53.5	4			
9						
10	Class Average	?	?	?		
11	Highest Grade	?	?	?		
12	Lowest Grade	?	?	?		
13	No. of students	?	?			
14						

- Set the column widths appropriately.
- Find the **Total** marks of each student, where **Total = Test Average + Project**.
- Using IF Statement, Find the **Final Grade** of students. If Total is greater than 60, Final Grade is "Pass", otherwise "Fail".
- Find the Performance of each student. If the Project mark is less than 6, Performance is "Poor", otherwise "OK".
- Calculate the **Class Average**, **Highest Mark**, **Lowest Mark** and **Count** the number of students.
- Create Header that includes date in the left section and Time in the right section.
- Create Footer with ID Number in the left section and Page Number in the center section.
- Center the worksheet vertically and horizontally on the page.
- Save the file with the name **Excel 5**.

EXERCISE-5

	A	B	C	D	E	F	G	H
1								
2								
3								
4								
5								
6	120	BUICK	ELMHURST	640000	0.04	?	?	?
7	150	CADDY	JAMAICA	450000	0.03	↓	↓	↓
8		FORD	ELMHURST	745000	0.04			
9		HONDA	MASPETH	12500	0.03			
10		LEXUS	JAMAICA	510000	0.03	↓	↓	↓
11		NISSAN	MASPETH	74500	0.04	↓	↓	↓
12								
13		TOTAL		?		?	?	
14		HIGHEST		?		?	?	
15		LOWEST		?		?	?	
16								

1. Create the worksheet shown above and rename it as **Commission Report**.
2. Set the column widths appropriately.
3. Use any **AutoFormat** to your worksheet.
4. Set the Cell Range A6:A11 to Number.
5. Find **COMM.** (Commission), where **COMM = SALES * COMM. RATE**.
6. Find the **BONUS**. If SALES greater than or equal to 500000, bonus is 0.5% on SALES, otherwise enter zero.
7. Find **TOTAL COMPENSATION** which is equal to **COMM. + BONUS**.
8. Calculate the **TOTAL**, **HIGHEST**, and **LOWEST** values as shown above.
9. Format Column E to include % and 2 decimal places.
10. Format Column H to include \$ and 3 decimal places.
11. Center the worksheet vertically and horizontally on the page.
12. Save the file with the name **Excel 6**