

## Objectives:

- ▶ Number, Commas and Decimal numeric formats.
- ▶ Working with Formulas (Maximum, Minimum, Average, Count and Sum).
- ▶ Percentage Numeric Formats.

	A	B	C	D	E	F
1	<b>Panda EST</b>					
2	<b>Monthly Sales Report - July</b>					
3						
4	<b>Emp. No.</b>	<b>Name</b>	<b>Salary</b>	<b>Sales Amount</b>	<b>Comission</b>	<b>Total Salary</b>
5	S101	Ahmed	1600	2500	?	?
6	S105	Hassan	1800	3000		
7	S112	Ali	1500	2200		
8	S107	Waleed	2000	4500		
9	S110	Mohammed	1700	3500		
10	S103	Samir	1600	2500		
11						
12		<b>Totals</b>	?	?	?	?
13		<b>Average</b>	?	?	?	?
14		<b>Highest</b>	?	?	?	?
15		<b>Lowest</b>	?	?	?	?
16		<b>Count</b>	?			

1. Create the worksheet shown above.
2. Set the **column widths** as follows: Column A: 8, Column B: 14, Columns C & D: 15, Columns E & F: 14.
3. Enter the formula to find COMMISSION for the first employee.  
The commission rate is 2% of sales, **COMMISSION = SALES \* 2%**  
Copy the formula to the remaining employees.
4. Enter the formula to find TOTAL SALARY for the first employee where:  
**TOTAL SALARY = SALARY + COMMISSION**  
Copy the formula to the remaining employees.
5. Enter formula to find **TOTALS, AVERAGE, HIGHEST, LOWEST**, and **COUNT** values.  
Copy the formula 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.
10. Save the file with name Exercise 3.