J.J BARNEY CATALOG SALES

CAT. NO.	PRICE	ZONE	POSTAGE	TAX RATE	SALES TAX	TOTAL SALE
J43256	59.95	1.00				
J43257	65.49	3.00				
	29.95	2.00				
	43.98	4.00				
	16.89	5.00				
	36.67	6.00				
	89.67	1.00				
	29.95	4.00				
J43264	43.65	3.00				

POSTAGE AND SALES TAX RATES

ZONE	1	2	3	4	5	6
POSTAGE	4	4.5	5	5.5	6	6.5
SALES TAX RATE	0.08	0.06	0	0.04	0.05	0.07

TOTAL SALE chart showing values for J43256 through J43264 with a TOTAL SALE legend.

1. Create the worksheet shown above and rename it as ZONE.

2. Using HLOOKUP, Find **POSTAGE** based on ZONE.

3. Find **TAX RATE** based on ZONE.

4. Find **SALES TAX**, where **SALES TAX = PRICE * TAX RATE**.

5. Find **TOTAL SALE**, where **TOTAL SALE = PRICE + POSTAGE + TAX RATE**.

6. Format all money columns for two-place decimals.

7. Create a Header that includes Your Name in the left section an ID Number in the right section.

8. Create the chart illustrated above.

9. Save the file with the name **Excel 10**.

	A	B	C	D	E	F	G	H	I	J
1	OSCAR RENT A CAR COMPANY									
2										
3	Commission Rate			5.00%						
4	Social Insurance Rate			2.50%						
5										
6										
7	Emp No.	Employee Name	Grade	Base Salary	Sales	Commission	Car Allowance	Social Insurance Cut	Monthly Salary	Position
8	001250	Nader	A	600	16000	?	?	?	?	?
9	001260	Isa	B	400	11000					
10		Faisal	A	550	20000					
11		Nadia	D	320	13000					
12		Eman	C	400	15000					
13		Hamad	D	250	14000					
14		A.Aziz	B	450	17000					
15										
16	TOTAL			?	?					
17	AVERAGE			?	?					
18	HIGHEST			?	?					
19	LOWEST			?	?					
20	NO. OF EMPLOYEES			?						
21										
22						GRADE TABLE				
23						A Senior				
24						B Junior				
25						C Executive				
26						D Training				

1. Create the worksheet shown above and rename it as **OSCAR**.

2. Name the cell range A22:B26 as **Grade**.

3. Find **Commission**. Commission = Sales * Commission Rate.

4. Find **Car Allowance**. Employees with grade D will get a Car Allowance BD 100 and others will get a zero.

5. Find Social Insurance Cut which is Basic Salary * Social Insurance Rate.

6. Find **Monthly Salary** which is Base Salary + Commission + Car Allowance – Social Insurance Cut.

7. Using VLOOKUP, Find **Position** based on Grade.

8. Save the file with the name **Excel 9**.