

EXCEL PRACTICE EXERCISES

THE FULL STACK DATA ANALYST BOOTCAMP®

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Exercise 1 (15 Marks)

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	Panda EST					
2	Monthly Sales Report - July					
3						
4	Emp. No.	Name	Salary	Sales Amount	Comission	Total Salary
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		Totals	?	?	?	?
13		Average	?	?	?	?
14		Highest	?	?	?	?
15		Lowest	?	?	?	?
16		Count	?			

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.

Exercise 2 (15 Marks)

Objectives:

Working with the IF Statement.

	A	B	C	D	E	F	G
	ITEM NO.	NO. OF ITEMS	ITEM PRICE	TAX	TOTAL PRICE BEFORE TAX	TOTAL PRICE AFTER TAX	RATE
1							
2	100	115	30				
3	101	256	12				
4		49	56				
5		23	150				
6		840	5				
7		200	56				
8		294	300				
9		4	90				
10							
11	Count of items		?				
12	Average of tax		?				
13	Min ITEM PRICE		?				
14	Max ITEM PRICE		?				

Create the above table as shown and use it to answer the following questions

For the above table find the following:

1. TAX (If ITEM PRICE is less than 100, TAX is 50, otherwise it should be 100).
2. TOTAL PRICE BEFORE TAX = NO. OF ITEMS * ITEM PRICE.
3. TOTAL PRICE AFTER TAX = TOTAL PRICE BEFORE TAX + TAX.
4. RATE (If TOTAL PRICE AFTER TAX > 3500 then the rate is "HIGH", otherwise it is REASONABLE.
5. Find Count of Items, Average of Taxes, Min Item PRICE and Max Item PRICE.

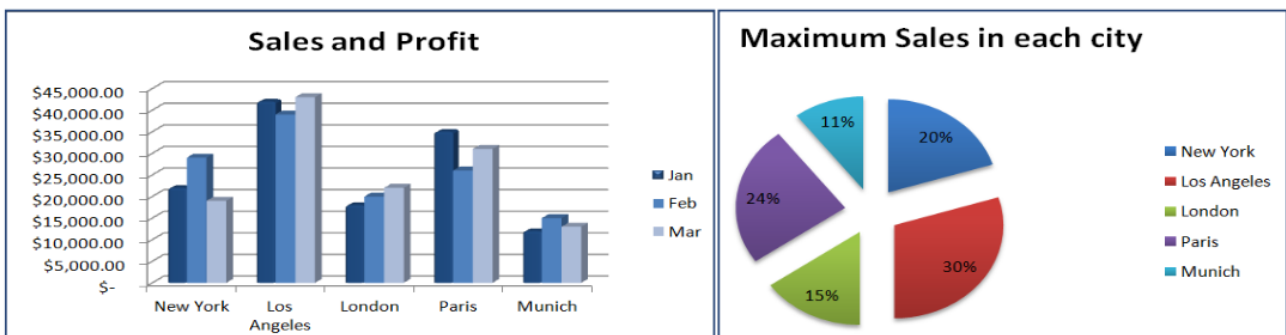
Exercise 3 (15 Marks)

Objectives:

- Working with Sum IF and Count IF statements.
- Inserting Charts.

	A	B	C	D	E	F	G
1	Sales and Profit Report - First Quarter 2012						
2	No	City	Jan	Feb	Mar	Average	Maximum
3	C001	New York	\$22,000.00	\$29,000.00	\$19,000.00	?	?
4	C002	Los Angeles	\$42,000.00	\$39,000.00	\$43,000.00	?	?
5	?	London	\$18,000.00	\$20,000.00	\$22,000.00	?	?
6	?	Paris	\$35,000.00	\$26,000.00	\$31,000.00	?	?
7	?	Munich	\$12,000.00	\$15,000.00	\$13,000.00	?	?
8		Total Sales	?	?	?		
9		Cost	\$83,000.00	\$84,000.00	\$43,000.00		
10		Profit	?	?	?		
11		10% Bonus	?	?	?		
12							
13		Total Sales greater than 30,000	?	?	?		
14		No Sales greater than 30,000	?	?	?		

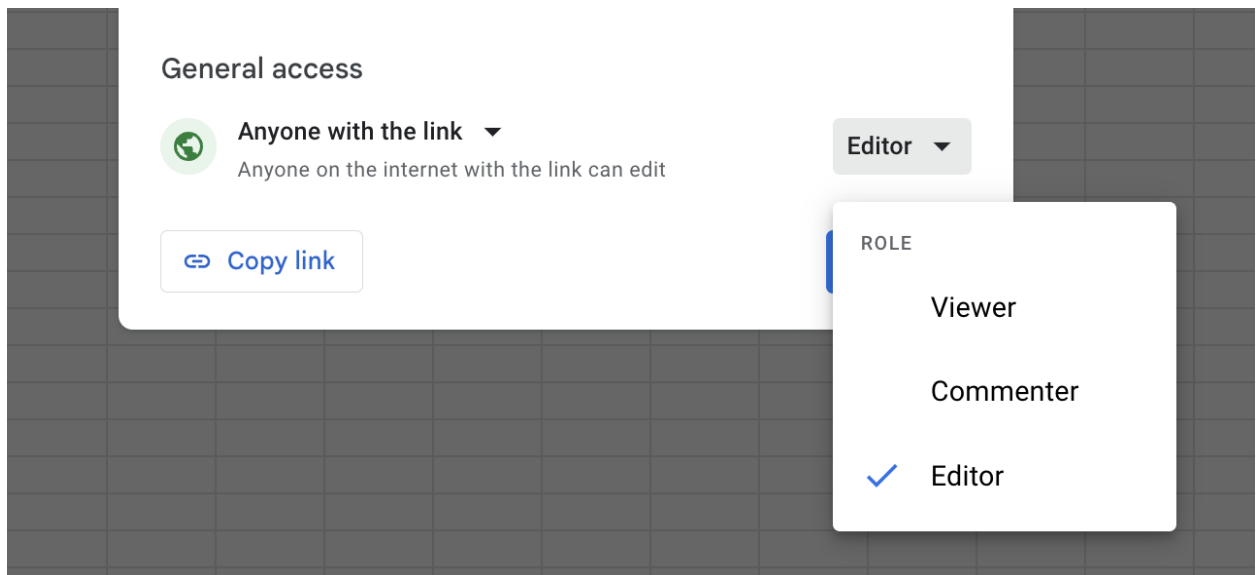
1. Create the worksheet shown above.
2. Set the Text alignment, Columns width and high appropriately.
3. Use AutoFill to put the Series Numbers into cells A5:A7.
4. Format cells C3:G7, C8:E11, C13:E13 to include dollar sign with two decimal places.
5. Find the Average Sales and Maximum Sales for each City.
6. Find the Total Sales for each Month.
7. Calculate the Profit for each month , where profit = Total Sales – Cost
8. Calculate the 10% Bonus, which is 10% of the Profit.
9. Find the Total Sales for each Month; only for sales greater than 30,000.
10. Find the No of Sales for each Month; only for sales greater than 30,000.
11. Create the following Charts:



SUBMISSION:

Instructions:

1. **Upload** your files to your google drive.
2. Send a **link** to your files to the instructor at the **assignment submission page** for the instructor to review.
3. **NB:** when getting the link for sharing make sure it is accessible as shown below:



BEST OF LUCK