# *Exploring Microsoft Office Excel 2013 -* Chapter 1 & 2 Assessment

Chuck’s Car Sales

You are the administrative assistant at a local used car lot, Tim’s Used Cars. You are required to track all of the deals sold by the sales team. Customers choose to pay for their cars on a monthly payment plan, which you calculate based on a fixed interest rate and the loan term. In addition, you calculate sales commission for the salespersons and general statistics to summarize for the owner. Spot-check results to make sure you created formulas and functions correctly.

**Perform Preliminary Work**

1. Open the *Excel\_Data* workbook and save the workbook as **ExcelAssessment\_LastnameFirstname**.
2. Assign the name **Deals** to **range A18:C21.** Deals is the table array for the VLOOKUP functions.
3. Insert a function to display the current date in **cell B2**.
4. Rename Sheet 1, **Clients.** Recolor to **Dark Blue** under **Standard Colors**
5. Change the text in cell A14 to your last name.

**Complete Calculations**

1. Insert a function in **cell D7** to display the *Car Cost* for the first customer, based on the *Car Type*. Use the VLOOKUP Function with FALSE as the Range\_Lookup argument.
2. Insert a function in **cell E7** to display the *Down Payment* for the first customer, based on the *Car Cost*. If the *Car Cost* is greater than 30000, then the *Down Payment* is 3% of the *Car Cost*, otherwise the *Down Payment* is 800.
   1. Use IF function, Value\_if\_true argument is a calculation, and Value\_if\_false argument is a numeric constant. Set up the Logical\_test argument using the correct logical operator.
3. Insert a formula in **cell F7** to calculate Balance, which is the difference between the *Car Cost* and *Down Payment*.

**Calculate the Monthly Payment and Commission**

1. Insert the function to calculate the first client’s *Monthly Payment* in **cell G7**, using appropriate relative and absolute cell references. *Monthly Payments* are based on a fixed interest rate and each client’s loan term and balance. Payments are made once a month.
2. Insert a function in **cell I7** to display the *Commission* for the salesman of the first customer, based on the *Car Type*. Use the VLOOKUP Function with FALSE as the Range\_Lookup argument. Note that the rate is returned for the function. You need to multiply the results by *Car Cost* to get the actual *Commission*.

**Finalize the Workbook**

1. Copy all formulas down their respective columns.
2. Insert a function to calculate the totals in cells **D15**, **E15** and **F15**.
3. Insert the appropriate functions in the **Summary Statistics** section of the worksheet: **cells G20:G22**.
4. *Merge and center* the **Title** between columns A and I, increase size to 22, color Dark Blue. Center align the *Loan Terms* in column C. Format for other alignment options, (wrap text, indentation, margins, etc.).
5. Format all monetary values on rows 7 through 14 to *Currency* with 2 decimal places. Adjust column widths as necessary to view all data.
6. Format the spreadsheet in an attractive manner using borders/shading, font, etc. Include the input, Table\_Array, and Summary Statistics areas
7. From the Page Layout
   1. Change the orientation of both sheets to Landscape
   2. Center vertically and horizontally
   3. Display gridlines and row/column headings
   4. Insert a footer with your name on the left side, the date code in the center, and the file name code on the right side.
   5. Set print area to include Salesperson and Commission
8. Create a copy of the **New Clients** sheet, display the formulas on this sheet and rename it **Formulas.** Increase/decrease column widths to show all data.
9. Save and close the workbook, and submit via Blackboard