

Excel Case 6 Instructions – Philly Landscaping

Step 1:

1. Download the Starter File provided in the Module
2. Read the information provided on pages 115 through the top of page 117.
3. Read the information under "Assignment 1: Creating a spreadsheet for decision support." The starter file will already have everything set up for your CONSTANTS and INPUTS sections.
4. Write formulas for SUMMARY OF KEY RESULTS. Note: these values are calculated in other locations in the worksheet. The "formulas" will be to echo that value. For example, if the answer is already calculated in A99, the formula would simply be =A99
5. Write formulas for the CALCULATIONS SECTIONS using the information provided. *This is the most difficult/time consuming step!
6. Compare your results to the "Philly Landscaping Step 1 Solution File" provided in the Module.
7. Review and make changes to your formulas. Once your answers match the solution file, save it as **Case 6 Your Name Step 1** (you will be submitting this file) then move on to Step 2 below.

Step 2:

1. Enter the following test data in the Inputs section:

2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
NA	6%	5%	4%	3%	0%	-2%	0%	3%	6%	6%
NA	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
NA	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000

2. Compare your worksheet results with the "Philly Landscaping Step 2 Solution File" provided in the Module. Pay close attention to the years where the customer change % is 0 or -2%. Your formulas will need to be written to account for what to do in those situations.

3. Review and make changes to your formulas. Once your answers match the solution file, save the file as **Case 6 Your Name Step 2** (you will be submitting this file) move on to Step 3 below.

Step 3:

1. Read the information provided on pages 120 and 121 - Assignment 2: Using the Spreadsheet for Decision Support and Assignment 2A: Using the Spreadsheet to Gather Data.
2. You will need to use that information to create 4 scenarios in your worksheet. I have provided 2 documents to help with this in the Module:

Scenario Instructions – how to use the Scenario Manager

Scenario Details – what values to enter for the scenarios in this case.

3. Create a Scenario Summary then compare it to the .pdf provided in the Module. Save the file as **Case 6 Your Name Step 3** (you will be submitting this file).

Step 4:

1. Read the information on page 121 under “Assignment 2B: Documenting Your Results in a Memo.”
2. Create the memo using the information from your completed worksheet. You will need to create the table shown in Figure 6-7 and include that in your memo. **DO NOT COPY/PASTE YOUR FULL SCENARIO SUMMARY INTO THE MEMO.**
3. Save your memo as **Case 6 Step 4 Memo**.

Submit each file using the links provided in Blackboard by the deadline specified.