## **Independent Project 2-4**

Central Sierra Insurance (CSI) is a multi-office insurance company that handles all lines of commercial and personal insurance policies. CEO Eliana Lingle is planning to pay a bonus to employees calculated on each employee's base monthly salary. For this project, you create a spreadsheet for Ms. Lingle to summarize the bonus payments.

## Skills Covered in This Project

- Create and copy formulas.
- Apply mathematical order of operations.
- Use relative, absolute, and mixed cell references.
- Use AutoSum.
- Apply the VLOOKUP function.
- Apply the SUMIF function.

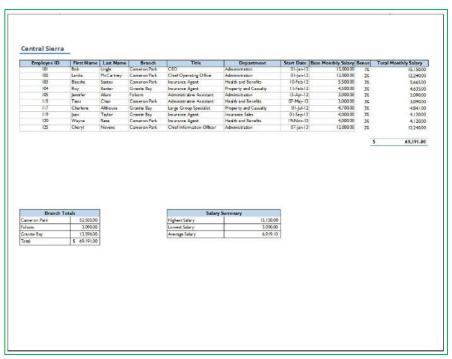
## Step 1 Download start file

1. Open the CentralSierra-02.xlsx workbook and save the workbook as [your initials] Excel 2-4.

**NOTE:** If the document opens in Protected View, click the Enable Editing button in the Message Bar at the top of the document so you can modify it.

- 2. Create a VLOOKUP function to calculate the bonus amount for each employee.
  - a. Click the **Employees** sheet tab, and select **14**.
  - b. Type a formula to reference the Base Monthly Salary amount as the lookup\_value.
  - c. Click the **Bonus** sheet tab for the *table\_array* argument.
  - d. Use the second column of the table for the col\_index\_num.
  - e. Verify that the formula syntax is =VLOOKUP(H4,Bonus!A4:B8,2).
- 3. Select the formula in 14 and apply absolute values to the cell references.
- 4. Copy the formula in 14 to 15:113.
- 5. Type a formula in **J4** to calculate the total monthly salary.
  - a. Use parentheses in the formula to calculate the amount of the bonus and then add the bonus to the Base Monthly Salary.
  - b. Copy the formula in J4 to J5:J13.
- 6. Select J15 and use AutoSum to calculate a total for the Total Monthly Salary column.
  - a. Edit the range.
  - b. Apply the **Total** cell style to **J15**.
- 7. Create a SUMIF function to calculate the total monthly salary for each office.
  - a. Select B26.
  - b. Use the information in column **D** (Branch) for the range argument.
  - c. Select **D4** (Cameron Park) for the criteria argument.
  - d. Use the information in column J (Total Monthly Salary) for the sum range graument.
- 8. Edit the formula in **B26** to include absolute cell references in all cell ranges.
- Copy and edit a formula.
  - a. Select the formula in B26 and copy the formula through B28.
  - b. Select **B27** and change the reference from Cameron Park (**D4**) to Folsom (**D8**).
  - c. Select B28 and change the reference from Cameron Park (D4) to Granite Bay (D7).
- 10. Select cell **B29** and create a formula to add the salary amounts for each branch.
- 11. Format the data in column I using the Percent Style button.
- 12. Format the salary amounts in columns **H** and **J** and the "Branch Totals" section to the **Accounting** style with no symbol.
- 13. Select the data from A3:J30 and change the font to Gill Sans MT and the font size to 11 pt.

- 14. Select **E26** and type Highest Salary.
- 15. Type Lowest Salary in **E27** and Average Salary in **E28**.
- 16. Select **F26** and type =ma . When you see MAX, double-click to insert the function. Drag to select **J4:J13**. Press **Enter** to complete the formula.
- 17. Select **F27** and use the **MIN** function to calculate the lowest salary.
- 18. Select F28 and use the AVERAGE function to calculate the average salary.
- 19. Select **E25** and type Salary Summary.
- 20. Merge and center "Salary Summary" in cells E25 and F25.
- 21. Format the "Salary Summary" section to match the "Branch Totals" section.
  - a. Apply a fill color.
  - b. Apply All Borders from the Borders button drop-down list.
- 22. Format the two total amounts (B29 and J15) to include a dollar sign.
- 23. Adjust column widths if necessary.
- 24. Save and close the workbook (Figure 2-73).
- 25. Upload and save [your initials] Excel 2-4 file.
- 26. Submit project for grading.



2-73 Excel 2-4 completed

Step 2 Upload & Save

Step 3 Grade my Project