

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
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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 **I4**.
 - 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 **I4** and apply absolute values to the cell references.
4. Copy the formula in **I4** to **I5:I13**.
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 argument.
8. Edit the formula in **B26** to include absolute cell references in all cell ranges.
9. 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.

Step 2
Upload &
Save

Step 3
Grade my
Project

Central Sierra									
Employee ID	First Name	Last Name	Branch	Title	Department	Start Date	Base Monthly Salary/ Bonus	Total Monthly Salary	
101	Bob	Lingle	Cameron Park	CEO	Administration	01-Jan-12	15,000.00	1%	15,150.00
102	Linda	McCartney	Cameron Park	Chief Operating Officer	Administration	01-Jan-12	12,000.00	2%	12,240.00
103	Beebe	Santos	Cameron Park	Insurance Agent	Health and Benefits	10-Feb-12	5,500.00	3%	5,665.00
104	Roy	Baxter	Granite Bay	Insurance Agent	Property and Casualty	11-Feb-12	4,500.00	3%	4,635.00
105	Jennifer	Maro	Folsom	Administrative Assistant	Administration	13-Apr-12	3,000.00	3%	3,090.00
115	Tami	Chan	Cameron Park	Administrative Assistant	Health and Benefits	07-May-10	3,000.00	3%	3,090.00
117	Charlene	Althouse	Granite Bay	Large Group Specialist	Property and Casualty	01-Jul-12	4,700.00	3%	4,841.00
119	Joan	Taylor	Granite Bay	Insurance Agent	Insurance Sales	01-Sep-12	4,000.00	3%	4,120.00
120	Wayne	Ross	Cameron Park	Insurance Agent	Health and Benefits	19-Nov-12	4,000.00	3%	4,120.00
125	Cheryl	Nevens	Cameron Park	Chief Information Officer	Administration	07-Jan-13	12,000.00	2%	12,240.00
								\$	69,191.00

Branch Totals	
Cameron Park	\$2,505.00
Folsom	3,090.00
Granite Bay	13,594.00
Total	\$ 49,191.00

Salary Summary	
Highest Salary	15,150.00
Lowest Salary	3,090.00
Average Salary	6,919.10

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