

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	Lanita	McCartney	Cameron Park	Chief Operating Officer	Administration	01-Jan-12	12,000.00	2%	12,240.00
103	Becilia	Santos	Cameron Park	Insurance Agent	Health and Benefits	10-Feb-12	5,500.00	3%	5,665.00
104	Roy	Buster	Granite Bay	Insurance Agent	Property and Casualty	11-Feb-12	4,500.00	3%	4,635.00
105	Jennifer	Alaro	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-12	3,000.00	3%	3,090.00
117	Charles	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	Rosa	Cameron Park	Insurance Agent	Health and Benefits	19-Nov-12	4,000.00	3%	4,120.00
125	Cheryl	Nevers	Cameron Park	Chief Information Officer	Administration	07-Jan-13	12,000.00	2%	12,240.00
								\$	69,191.00

Branch Totals	
Cameron Park	\$2,005.00
Folsom	3,090.00
Granite Bay	13,096.00
Total	\$ 69,191.00

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

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