Correct (5)

Partial Credit (1)

Incorrect (13)

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| 3 | Select the formula in I4 and apply absolute values to the cell references. | 0/1 |
| 3.a | Select the formula in I4 and apply absolute values to the cell references.  **Feedback:** *Cell I4 includes formula =VLOOKUP(H4,Bonus!$A$4:$B$8,2,TRUE) instead of =VLOOKUP(H4,BONUS!$A$4:$B$8,2).* | 0/1 |
| 4 | Copy the formula in I4 to I5:I13. | 0/1 |
| 4.a | Copy the formula in I4 to I5:I13.  **Feedback:** *Cell I5 includes formula =VLOOKUP(H5,Bonus!$A$4:$B$8,2,TRUE) instead of =VLOOKUP(H5,BONUS!$A$4:$B$8,2). Cell I6 includes formula =VLOOKUP(H6,Bonus!$A$4:$B$8,2,TRUE) instead of =VLOOKUP(H6,BONUS!$A$4:$B$8,2). Cell I7 includes formula =VLOOKUP(H7,Bonus!$A$4:$B$8,2,TRUE) instead of =VLOOKUP(H7,BONUS!$A$4:$B$8,2). Cell I8 includes formula =VLOOKUP(H8,Bonus!$A$4:$B$8,2,TRUE) instead of =VLOOKUP(H8,BONUS!$A$4:$B$8,2). Cell I9 includes formula =VLOOKUP(H9,Bonus!$A$4:$B$8,2,TRUE) instead of =VLOOKUP(H9,BONUS!$A$4:$B$8,2). Cell I10 includes formula =VLOOKUP(H10,Bonus!$A$4:$B$8,2,TRUE) instead of =VLOOKUP(H10,BONUS!$A$4:$B$8,2). Cell I11 includes formula =VLOOKUP(H11,Bonus!$A$4:$B$8,2,TRUE) instead of =VLOOKUP(H11,BONUS!$A$4:$B$8,2). Cell I12 includes formula =VLOOKUP(H12,Bonus!$A$4:$B$8,2,TRUE) instead of =VLOOKUP(H12,BONUS!$A$4:$B$8,2). Cell I13 includes formula =VLOOKUP(H13,Bonus!$A$4:$B$8,2,TRUE) instead of =VLOOKUP(H13,BONUS!$A$4:$B$8,2).* | 0/1 |
| 5 | Type a formula in J4 to calculate the total monthly salary. | 0/2 |
| 5.a | Use parentheses in the formula to calculate the amount of the bonus and then add the bonus to the Base Monthly Salary.  **Feedback:** *Cell J4 includes formula =(1+I4)\*H4 instead of =(H4\*I4)+H4.* | 0/1 |
| 5.b | Copy the formula in J4 to J5:J13.  **Feedback:** *Cell J5 includes formula =(1+I5)\*H5 instead of =(H5\*I5)+H5. Cell J6 includes formula =(1+I6)\*H6 instead of =(H6\*I6)+H6. Cell J7 includes formula =(1+I7)\*H7 instead of =(H7\*I7)+H7. Cell J8 includes formula =(1+I8)\*H8 instead of =(H8\*I8)+H8. Cell J9 includes formula =(1+I9)\*H9 instead of =(H9\*I9)+H9. Cell J10 includes formula =(1+I10)\*H10 instead of =(H10\*I10)+H10. Cell J11 includes formula =(1+I11)\*H11 instead of =(H11\*I11)+H11. Cell J12 includes formula =(1+I12)\*H12 instead of =(H12\*I12)+H12. Cell J13 includes formula =(1+I13)\*H13 instead of =(H13\*I13)+H13.* | 0/1 |
| 6 | Select J15 and use AutoSum to calculate a total for the Total Monthly Salary column. | 0/1 |
| 6.b | Apply the Total cell style to J15.  **Feedback:** *Cell J15 includes formula =SUM(J4:J14) instead of =SUM(J4:J13).* | 0/1 |
| 9 | Copy and edit a formula. | 1/2 |
| 9.b | Select B27 and change the reference from Cameron Park (D4) to Folsom (D8). | 1/1 |
| 9.c | Select B28 and change the reference from Cameron Park (D4) to Granite Bay (D7).  **Feedback:** *Cell B28 includes formula =SUMIF($D$4:$D$13,A28,$J$4:$J$13) instead of =SUMIF($D$4:$D$13,D7,$J$4:$J$13).* | 0/1 |
| 11 | Format the data in column I using the Percent Style button. | 0/1 |
| 12 | Format the salary amounts in columns H and J and the "Branch Totals" section to the Accounting style with no symbol. | 0/1 |
| 13 | Select the data from A3:J30 and change the font to Gill Sans MT and the font size to 11 pt. | 0/1 |
| 14 | Select E26 and type Highest Salary. | 0/1 |
| 14.a | Select E26 and type Highest Salary.  **Feedback:** *Cell E26 includes value Highest Salry instead of Highest Salary.* | 0/1 |
| 15 | Type Lowest Salary in E27 and Average Salary in E28. | 0/1 |
| 15.a | Type Lowest Salary in E27 and Average Salary in E28.  **Feedback:** *Cell E28 includes value Ave Salary instead of Average Salary.* | 0/1 |
| 16 | Select F26 and type =ma . When you see MAX, double-click to insert the function. Drag to select J4:J13. Press Enter to complete the formula. | 0/1 |
| 16.a | Select F26 and type =ma . When you see MAX, double-click to insert the function. Drag to select J4:J13. Press Enter to complete the formula.  **Feedback:** *Cell F26 includes formula =MAX($J$4:$J$13) instead of =MAX(J4:J13).* | 0/1 |
| 17 | Select F27 and use the MIN function to calculate the lowest salary. | 0/1 |
| 17.a | Select F27 and use the MIN function to calculate the lowest salary.  **Feedback:** *Cell F27 includes formula =MIN($J$4:$J$13) instead of =MIN(J4:J13).* | 0/1 |
| 18 | Select F28 and use the AVERAGE function to calculate the average salary. | 0/1 |
| 18.a | Select F28 and use the AVERAGE function to calculate the average salary.  **Feedback:** *Cell F28 includes formula =AVERAGE($J$4:$J$13) instead of =AVERAGE(J4:J13).* | 0/1 |
| 19 | Select E25 and type Salary Summary. | 0/1 |
| 19.a | Select E25 and type Salary Summary.  **Feedback:** *Cell E25 includes value Salary Summry instead of Salary Summary.* | 0/1 |