

Exercise 1

-In this problem, seven items and their prices and quantity sold are provided. The amount is the price multiplied by the unit sold. You will need to use the absolute cell reference to apply a discount of 10% on the item price. Then, you can subtract discounted values to get the net amount.

Item	Price	Unit	Amount	Discount	Net Amount
Pencil	\$0.27	26			
Gel Pen	\$1.40	6			
Eraser	\$1.12	13			
Marker	\$0.77	25			
Calculator	\$7.39	30			
Highlighter	\$1.02	5			
Stapler	\$5.59	6			

Discount
10%



Exercise 2

	A	B	C	D	E	F	G
1	Payroll						
2	Date:	1/1/2011					
3	EMPL Number	EMPL Name	Hourly Rate	Hours Worked	Gross Pay	S.S Tax	Net Pay
4	E00001	Ford	7.5	35	?	?	?
5	E00002	Mino	8	30	?	?	?
6	?	Bell	6.5	25	?	?	?
7	?	Davis	9	40	?	?	?
8	?	Turro	10	39	?	?	?

1. Use AutoFill to put the Employee Numbers into cells A6:A8.
2. Format cell B2 to Long Date format.
3. Format cells E4:G8 to include dollar sign.
4. Calculate the Gross Pay for employee; enter a formula in cell E4 to multiply Hourly Rate by Hours Worked.
5. Calculate the Social Security Tax (S.S Tax), which is 6% of the Gross Pay; enter a formula in cell F4 to multiply Gross Pay by 6%.
6. Calculate the Net Pay; enter a formula in cell G4 to subtract Social Security Tax from Gross Pay.



Exercise 3

	A	B	C	D	E
1	London Team Call Statistics				
2					
3	Name	No. calls	Hours worked	Calls per Hour	Bonus
4	Adam	42	5	?	?
5	Jhon	6	4	↓	↓
6	Jamse	39	6		
7	Alex	15	6	↓	↓
8	Emma	2	7	↓	↓
9					
10	TOTAL	?	?	?	?
11					
12	Bonus Rate	25%			

1. Enter the labels and values in the exact cells locations as desired.
2. Format column E to include euro (€) sign with two decimal places.
3. Format cell B12 to include % sign with 0 Decimal places.
4. Calculate the Calls per Hour, enter a formula in cell D4 to divide numbers of calls by Hours worked. Using AutoFill, copy the formula to the remaining cells.
5. Calculate the Bonus. Enter a formula in cell E4 to multiply 'Calls per Hours' by the fixed Bonus Rate in cell B12. Using AutoFill, copy the formula to the remaining cells.
6. Calculate the 'TOTAL'.

Exercise 4

	A	B	C	D	E	F
1	Panda EST					
2	Monthly Sales Report - July					
4	Emp. No.	Name	Salary	Sales Amount	Comission	Total Salary
5	S101	Ahmed	1600	2500	?	?
6	S105	Hassan	1800	3000		
7	S112	Ali	1500	2200		
8	S107	Waleed	2000	4500		
9	S110	Mohammed	1700	3500		
10	S103	Samir	1600	2500		
11						
12	Totals	?	?	?	?	?
13	Average	?	?	?	?	?
14	Highest	?	?	?	?	?
15	Lowest	?	?	?	?	?
16	Count	?				

1. Create the worksheet shown above.
2. Enter the formula to find COMMISSION for the first employee. The commission rate is 2% of sales, **COMMISSION = SALES * 2%** Copy the formula to the remaining employees.
3. Enter the formula to find TOTAL SALARY for the first employee where:
TOTAL SALARY = SALARY + COMMISSION
Copy the formula to the remaining employees.
4. Enter formula to find **TOTALS, AVERAGE, HIGHEST, LOWEST, and COUNT** values.

- ▶ Copy the formula to each column.
5. Align all column title labels horizontally and vertically **at the center**.