**Defined Names for working more effectively with data: Test your skills**

**TOTAL POINTS 15**

Have a look at the **Travel expense calculator** worksheet. Note there are quite a few errors. Start by addressing the problem of the missing exchange rates by naming the ranges. Go to the **Currency Rates** worksheet and use **Create from Selection** to name all the rates using the labels in column **A**.

What value is now showing for **Total Other Expenses** in **K6**?



17,92

2. While the calculation of **Other Expenses** is looking better it is still not correct. **Open** the **Name Manage**r.

Have a look at the named ranges for **Ex\_Rate** and **Other**, they only go to row **14**, which explains the incorrect calculation. Edit **Ex\_Rate** to go from **L11:L21** and change **Other** to go from **J11:J21**. Click **OK** and close the **Name Manager**.

**Other Expenses** has been corrected. What is the total for **Other** as shown in **K6**?



27,12

3.Let's fix **Total Transportation Costs** next. Open the **Name Manager**, there is a named range called **Travel\_Costs**, but this is the wrong name. Change it to **TravelCosts** and click **OK**

What is the value for **Transport** as shown in **K3** (one or two decimal places only)?



471,5

4.Next, **Accommodation Costs**, use any method you think suitable to give the name **Accommodation\_Costs** to range **F11:F21**.

What is the total for **Accommodation** as shown in **K4** (one or two decimal places only)?



2663,8

5.And now to fix meals, let's be efficient and use **Create from Selection** to name all three ranges simultaneously. Select **G10:I21** and click **Create from Selection.**

What is the total cost of **Meals** as shown in **K5** (one or two decimal places only)?



1218,58

6.Our **Travel expense calculator** worksheet is now looking good, but we would also like to complete a breakdown of expenses by region. Start with adding the following named ranges: **E11:J14 - London** , **E15:J18 - Paris** , **E19:J21 - Jakarta** . Now go to the **Summary By Region** worksheet and observe the calculated values for London.

What is the summary value for London in the local currency? (no commas)



1789

7.Stay on the **Summary By Region** worksheet. Enter a formula in **C5** to add up the total amount spent in **Paris** (used the named range you just created). Then do the same in **C6** for **Jakarta**.

Using the named range and the **SUM** function, what are the formulas to use here?

Note: you should have one answer for Paris and one answer for Jakarta. Just type the answer for one of these as your answer to this question.



=SUM(Paris)

8.Stay on the **Summary By Region** worksheet. In **D5** create a calculation to convert **Euros** to **Dollars** by multiplying the Euros spent **(C5)** by the exchange rate for Euro (which uses the named range EUR). Perform a similar calculation to convert the Indonesian Rupees to dollar (using the correct named range).

What is the formula in **D5**?



=C6\*IDR

9.

Click in **D7** (still in Summary By Region), and use **Autosum** to get the total spent in **USD**.

What is this value? (no commas, no characters, no dollar signs)



4381,01

10. Click in **B9** (still in **Summary By Region**), and use the **Paste Names** tool to **Paste** all the named ranges into your workbook.

What are the contents of cell **C28**? (Cut and paste your answer here to avoid errors.)



='Currency Rates'!$B$10

11.Look at the **Travel expense calculator** worksheet. What is the value of **Total Meals** in cell **K5**? (no characters or commas)



1218

12.Still on the **Travel expense calculator** worksheet. What is the value of **Total Other Expenses** in cell **K6**? (no characters or commas and rounded to the nearest whole number with no decimal point)



27

13.How many rows are in your **Name Manager**?



20

14.In the **Travel expense calculator** sheet, what is the value of **Total Trip Expenses** in **K7** (rounded to the nearest dollar, input as a number with no "$" and no commas)?



4381

15.In the **Travel expense calculator** sheet, what is the value of **L21** (to three decimal places)?



0,016