Monmouth
COLLEGE

BUSI 201: Business Data Analysis

Quiz #1: Excel Basics

INSTRUCTIONS:

- `BUSI201-Q01-Workbook.xlsx` is the companion workbook for this quiz.

- The workbook consists of four worksheets: `Expenses`, `Employee`, `Sales`, and `Inventory`.

- The quiz booklet contains 4 problems, each corresponding to one of the worksheets.

- Unless explicitly stated, manually typing in the answers without using functions will result in all points being deducted from the specific question.

- Once you are finished, save/rename the workbook to BUSI201-Q01-`YOUR_LOGIN_ID`.xlsx, and submit your results via email to `BPARK@monmouthcollege.edu`.

Problem 1. Expenses: 30 Points

The first problem describes the tasks assigned for the first worksheet `Expenses`. The worksheet contains a synthetic expense sheet for a household. It is currently sorted by date, and the information given includes the vendor, the transaction category, the amount spent, and the payment method used.

The table highlighted by the blue box contains information about the cashback rewards each payment method provides. For instance, if `Card A` is used to pay for any expense categorized as `Groceries`, the consumer will be granted 6% of the transaction value as a cashback reward. But if `CARD A` is used for any other transaction, the rate of return on spend will be 1%.

Task #1: 15 Points

Your first task is to find the entries for the `RoR` column highlighted by the red box. It should contain the rate of return (%) on spend as dictated by the table in the blue box.

Task #2: 5 Points

The next task is to find the amount of rewards that the consumer accumulates from each transaction in the `Rewards` column marked by the orange box.

Task #3: 10 Points

Finally, you must fill out the table highlighted by the purple box with the household's total expenditure, total cashback rewards, and the overall rate of return, corresponding to column B.
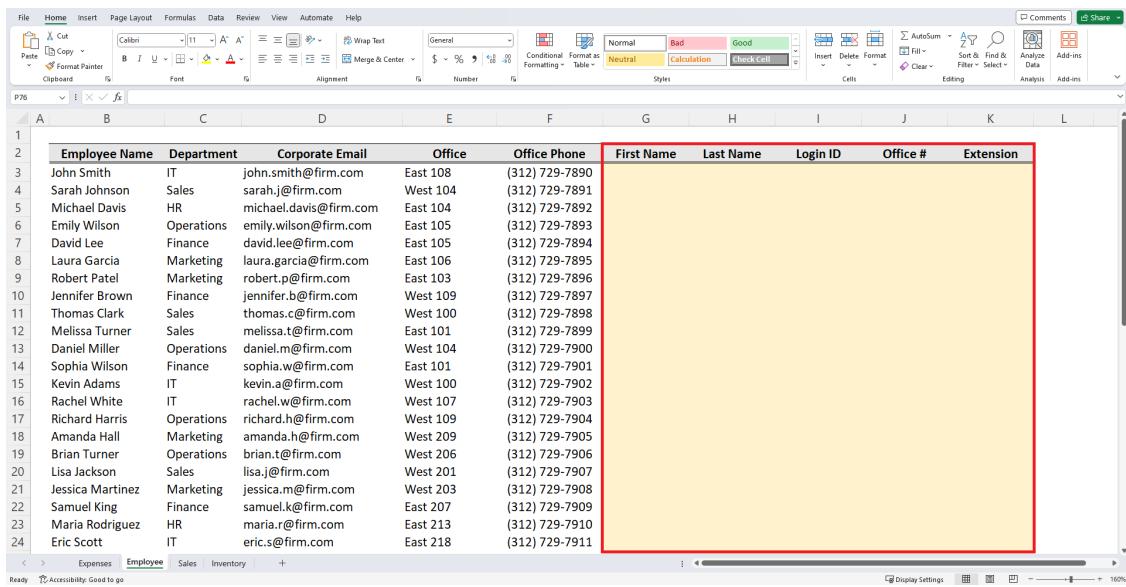
- Make use of the `IF` function for the `RoR`.

Problem 2. Employee: 10 Points

The second worksheet, corresponding to the second problem, contains information of a list of employees in a fictitious firm. The entries include the employees' full names, their department, corporate email address which takes the form of `LOGIN_ID@firm.com`, their office location and number (West or East Tower), and office phone number.

Task #1: 10 Points

The single task in this problem is to fill in the entries highlighted by the `red box` with the employees' first name, last name, login ID, office number, and their phone extension (last 4 digits of office phone number).

- Make use of the flash fill function we covered in class.

- No points deducted for manually typing in the correct answers for Problem 2.

Problem 3. Expenses: 40 Points

The third worksheet mimcs sales data for a department store. The main table gives us information about the date of the sale, which employee made the sale, the product name and quantity sold, the price of each unit, and the value of the transaction.

Task #1: 15 points

Your first task is to find the correct values for the table in the red box. It should contain the sales figures by product, and must be filled with the total number of sales (how many times it was sold, NOT the total quantity), the total quantity of units sold, and the total dollar value of the sales.

Task #2: 10 points

The next task is to complete the blue box, analogous to the first task but calculating the numbers by employee instead of by products. Calculate and report the total numer of sales, the total quantity of goods sold, and total dollar value of their sales.

Task #3: 15 points

Finally, you must fill out the table highlighted by the orange box by finding the top and bottom three largest single transaction made. Note that we are not trying to find the employee who made the most sales, or the product with the highest/lowest transaction value, but the highest and lowest transaction value itself.

Problem 4. Inventory: 20 Points

The final problem of this quiz will consist of two tasks on the worksheet `Inventory`. This worksheet contains information on inventory from a supermarket. Each item is given a unique item code, and the quantity of items in inventory, and the price of each unit.

Task #1: 5 Points

Your first task is to find the correct values for the table in the red box, which should be the value of the inventory in stock for each item.

Task #2: 15 Points

For the final task of this quiz, fill out the table highlighted in the blue box. The empty cells should return the item name, and the unit price corresponding to the item code in column J.

- Use the `VLOOKUP` function for task #2.