**Excel Chapter 2 Case Study - Travel (W15)**

**Project Description:**

*Project Description: You are an agent at Maya’s Travel Agency. You are required to track all of the end-of-summer deals that you sell. Customers can purchase a package with or without airfare. You are required to collect a down payment based on 10% of the cost of the package. As you work through the Case Study, check your answers with the solution provided*

**Instructions:**

For the purpose of grading the project you are required to perform the following tasks:

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| **1** | Open the file **Travel.xlsx**. Save the file as **LastNameFirstNameTravel.xlsx** (use your actual name). For grading purposes, it is important that you do not add/delete rows or columns unless asked to do so. Formulas should be entered into the exact cell(s) as requested in each question. | 0.000 |
| **2** | In cell B2, use a function that will return the **current date**. Use a function that will change the date to the current date each time the workbook is opened. | 1.000 |
| **3** | On the **New Clients** worksheet, assign the name **Deals** to range A20:C24. | 3.000 |
| **4** | Insert a **VLOOKUP** function in cell E7 to display the Package Cost for the first customer, based on the Package. | 5.000 |
| **5** | Insert a **VLOOKUP** function in cell F7 to display the Flight Cost for the first customer, based on the Package. | 5.000 |
| **6** | Insert an **IF** function in cell G7 to calculate the Total Cost of the Package for the first customer. If the customer needs a flight, the total cost is the package cost plus the flight cost. If a flight is not needed the total cost is simply the package cost. | 5.000 |
| **7** | Copy the three formulas down their respective columns. | 2.000 |
| **8** | Create an efficient formula in cell H7 to display the amount of down payment for the first client. (Hint:refer to cell B5 in your formula.) | 3.000 |
| **9** | Insert a formula in cell I7 to calculate the balance owing, after the down payment has been made. | 2.000 |
| **10** | Copy both those formulas down their respective columns. | 2.000 |
| **11** | Insert the **PMT** function in J7 to calculate the first client’s monthly payment; use appropriate relative and absolute cell references. Use only cell references in your formula; do not use actual numbers. Show the result as a positive number. | 5.000 |
| **12** | Copy the formula down the column. | 1.000 |
| **13** | Insert a function to calculate the totals on row 15 for columns E through J.  Move the label **Totals**: (including the colon) from A15 to D15. | 3.000 |
| **14** | Insert the appropriate functions in the Summary Statistics section of the worksheet in cells I20:I24 (statistics should be based on the Total Package Cost). | 5.000 |
| **15** | Format all monetary values with Accounting Number Format (2 decimal places). | 2.000 |
| **16** | Format the other column headings on row 19 to match the fill color in range A6:J6. Hint: Investigate the Format Painter tool. | 1.000 |
| **17** | Stack text for all column headings on the sheet (use Alt+Enter) as shown on solution image. | 2.000 |
| **18** | Apply a Top and Double Bottom border to E15:J15. Choose preset border type from the drop-down menu instead of using more borders. | 2.000 |
| **19** | Set the page orientation to Landscape and ensure the sheet ‘fits to one page’ when printed. | 1.000 |
| **20** | Insert a custom footer with your name on the left side, the date code in the center, and the time code on the right side.  If necessary, to get back to Normal View, click on a blank cell outside the footer, then click on the View menu and choose Normal. | 2.000 |
| **21** | Check your answers and formatting with the solution image provided. Pay attention to alignment of headings, data, and column widths. Revise as necessary so that your sheet looks like the solution image. If your numbers do not match the solution, double-check your formulas and revise as necessary. | 1.000 |
| **22** | Display formulas. | 1.000 |
| **23** | Save and close the workbook (leave formulas showing). Upload the closed file to the **XL Ch2 Case Study** link in Myitlab. | 0.000 |
|  | **Total Points** | **54.000** |