

Instructions:

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

Step	Instructions	
1	Download and open the file	
2	Create a named range for cell B4 named Sales_Goal .	
3	Insert a function in cell B24 to calculate the total sales for Q1 in column B.	
4	Copy the total function into the range C24:E24 to calculate the totals of Q2 through Q4.	
5	Insert functions in column F to calculate the sales totals of each individual sales rep.	
6	Insert a function in the cell H11 that looks up the sales rep region based on the table in cells E2:F6.	
7	Copy the function down to populate the remaining portion of column H. Be sure to use absolute or mixed referencing when necessary.	
8	Enter a function in cell I11 to calculate the sales reps eligibility for bonus. If the reps total sales are greater than or equal to the sales_goal then the function should return the value Bonus , if not the function should return NA .	
9	Copy the function down to populate the remaining portion of column I. Be sure to use absolute or mixed referencing when necessary.	
10	Insert a function in cell B28 to calculate Median of all sales in column F.	

Step	Instructions	
11	Insert a function in cell B29 to calculate average sales dollar amounts.	
12	Insert a function in cell B30 to calculate the total number of sales reps.	
13	Format the values in the range B11:E11 with Accounting Number Format.	
14	Format the values in the range B12:E23 with Comma Style.	
15	Insert a function in cell B3 to display the current date.	
16	Format the totals in cells F11:F23 with Accounting Number Format.	