

Test your Skills: Working with Multiple Worksheets & Workbooks

1. Ensure you have downloaded all the **C2 W1 Assessment** workbooks. Open the workbook **C2 W1 Assessment Sales Di**. Move the worksheet called **Q1 Summary** to the front of the other worksheets. In the **Q1 Summary** worksheet click in cell **C5**, use 3D formulas to summarise the total quantity sold of item 3243 for January to March. How much commission did Di earn on this item?

1 / 1 point

Do not enter the \$ symbol - please enter the number as #.##

 **C2 W1 Assessment Sales Summary**
XLSX File

 **C2 W1 Assessment Sales Di**
XLSX File

 **C2 W1 Assessment Sales Aneesha**
XLSX File

 **C2 W1 Assessment Sales Lemin**
XLSX File

81.49

 **Correct**

Yes, that's correct. Di earned \$81.49 commission on item 3243.

2. Copy the formula in **C5** down to **C14**. What was Di's total commission?

1 / 1 point

Don't enter the \$ symbol - please enter the number as #####.##

Save the workbook, but don't close it, yet.

3,356.42

 **Correct**

Great job! Di's total commission was \$3356.42

3. Open **C2 W1 Assessment Sales Lemin** and **C2 W1 Assessment Sales Summary**. In **Sales Lemin** note all the commissions are coming up as 0. Go to the **Data** tab, you will observe the commission rate cell **F4** is empty. The rate needs to be picked up from the **Sales Summary** workbook **Rates** tab. Ensure you can see both workbooks on your screen, click in **F4** in **Sales Lemin** and use a linking formula to pull the commission rate through from **Sales Summary**. In **Sales Lemin** return to the **Q1 Summary**, what is the updated Total Commission?

1 / 1 point

Don't enter the \$ symbol - please enter the number as #.##

Save the workbook, but don't close it, yet.

7,908.61

 **Correct**

Yes, that's the correct answer. The updated **Total Commission** is \$7908.61.

4. Open **C2 W1 Assessment Sales Aneesha**. You will see a message informing you of broken links, this is because the commission rate is still linked to the old sales summary. The link will need to be updated to look at the rate in **C2 W1 Assessment Sales Summary**. After updating the link what is Aneesha's Q1 Commission?

1 / 1 point

Don't enter the \$ symbol - please enter the number as #.##

Save the workbook, but don't close it, yet.

14,793.19

 **Correct**

Yes, that's correct. Aneesha's Q1 Commission is \$14793.19 after updating the link.

5. In **C2 W1 Assessment Sales Summary** consolidate the Q1 summaries from the other three workbooks to get the total sales by item code for Q1. (Keep in mind that different sales people sell different products). What was the total sales figure for **Item Code 3256**?

1 / 1 point

Enter your answer as a 5-digit number ##### - please don't use decimals, commas or symbols.

Save the workbook, but don't close it, yet.

25671

 **Correct**

Yes, well done! The total sales figure for item 3256 was \$25,671

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