

1. A travel expenses template has been compiled for your company to make it easier for staff to record their expenses when travelling to branches in other countries. It has recently been updated and the named ranges have been damaged in the process so most of the formulas are returning an error. You need to correct the named ranges to fix the problem.

1 / 1 point

Have a look at the Travel Expense 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 (**A4:B12**) using the labels in column **A**.

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

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



C2 W3 Assessment Workbook
XLSX File

15.76

**Correct**

Yes, well done!

2. While the calculation of Other Expenses is looking better it is still not correct. Open the Name Manager. There is a range called **Coffee** that is no longer used, so delete it. Now have a look at **Ex_Rate**, it only goes to row 14, which explains the incorrect calculation. Edit it to go from **L11:L21**. Click OK and close the Name Manager.

1 / 1 point

What is the corrected value for **Other Expenses** in **K6**?

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

27.49

**Correct**

Yes, good job!

3. Let's fix Travel 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 and close the Name Manager.

1 / 1 point

What is the corrected value for **Transportation Expense** in **K3**?

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

495.27

**Correct**

Well done!

4. Next, Lodging Costs. Use any method you think suitable to give the name **Lodging_Costs** to range **F11:F21**. What is the corrected value for **Lodging Expense** in **K4**?

1 / 1 point

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

2,546.41

✓ **Correct**

Yes, great work!

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 corrected value for **Meal Expense** in **K5**?

1 / 1 point

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

1,279.42

✓ **Correct**

That's correct!

6. Our **Travel Expense** worksheet is now looking good, but we would also like to complete a breakdown of expenses by region. Start by adding the following named ranges:

1 point

- **E11:J14**- London
- **E15:J18**- Paris
- **E19:J21**- Mumbai

Now go to the **Summary By Region** worksheet and observe the calculated values for London. What was the total amount spent in London in USD (**D4**)?

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

1,728.56

✗ **Incorrect**

That's not quite right. Please make sure you have entered as your answer the number only with no currency symbol. It should be of the format ##.##

7. Enter a formula in **C5** to add up the total amount spent in Paris (use the named range you have just created). Then do the same in **C6** for Mumbai.

1 / 1 point

What was the total amount spent in Paris in Euros (**C5**)?

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

1,450.43

✓ **Correct**

Yes, that's correct!

8. In **D5** create a calculation to convert Euros to Dollars by multiplying the Euros spent (**C5**) by the exchange rate for Euro (which is named **EUR**). Perform a similar calculation to convert the Indian Rupees to Dollars.

1 / 1 point

What was the total USD spent in Mumbai?

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

377.12

✓ **Correct**

Yes, that's correct!

9. Click in **D7** and use Autosum to get the total spent in USD. If we were to now name the range **D4:D6**, would the formula just created in **D7** automatically change to use the named range? You should not actually create this named range.

1 / 1 point

- ☐ Yes, it would change immediately.
- ☐ Yes, but only when the formula is next refreshed.
- ☒ No, but you could use the Apply Named Range to apply it.
- ☐ No, you would have to manually change the formula.

✓ **Correct**

Good work!

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 value is in **B23**?

1 / 1 point

NZD

✓ **Correct**

Well done!

Gurmad Harir

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