# **Excel\_2F\_Bonus**

## **Project Description:**

In the following project, you will edit a worksheet that summarizes the compensation for the commercial salespersons who qualified for bonuses in the Western and Eastern Canadian regions.

## **Steps to Perform:**

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| 1 | Open the Excel file *Student\_Excel\_2F\_Bonus.xlsx* downloaded with this project. | 0 |
| 2 | Rename Sheet1 as **Northern** and rename Sheet2 as **Southern**. | 8 |
| 3 | Select the Northern sheet tab to make it the active sheet, and then group the worksheets. In cell A1, type **Rosedale Landscape and Garden** and then Merge & Center the text across the range A1:F1. Apply the Title cell style. Merge & Center the text in cell A2 across the range A2:F2, and then apply the Heading 3 cell style. | 10 |
| 4 | The bonus rates for each salesperson are determined by sales amounts using the following scale: Sales eligible for bonus greater than $35,000 earn a bonus rate of 5%, sales greater than $25,000 earn a bonus rate of 4%. All other sales (any amount greater than 0) earn a bonus rate of 2%. With the sheets still grouped, in cell C5 use an IFS function to determine the bonus rate for the first salesperson whose sales are in cell B5. Fill the formula down through cell C8. | 6 |
| 5 | In cell D5, calculate Bonus for Reid by multiplying the Sales Eligible for Bonus times the Bonus Rate. Copy the formula down through cell D8. | 4 |
| 6 | In cell F5, calculate Total Compensation by summing the Bonus and Base Salary for Reid. Copy the formula down through the cell F8. | 6 |
| 7 | In row 9, use a function to sum the columns for Sales Eligible for Bonus, Bonus, Base Salary, and Total Compensation. Apply the Accounting Number Format with two decimal places to the appropriate cells in row 5 and row 9 (do not include the percentages). Apply AutoFit to any columns in which the #### column width error displays. | 4 |
| 8 | Apply the Comma Style with two decimal places to the appropriate cells in rows 6:8 (do not include the percentages). Apply the Total cell style to B9 and D9:F9. | 4 |
| 9 | Ungroup the sheets, and then insert a new worksheet. Change the sheet name to **Summary** and then widen column A to **28** and columns B:E to **21** | 7 |
| 10 | Move the Summary sheet so that it is the first sheet in the workbook. In cell A1 of the Summary sheet, type **Rosedale Landscape and Garden** and then Merge & Center the title across the range A1:E1. Apply the Title cell style. In cell A2, type **June Commercial Salesperson Bonus Summary: California** and then Merge & Center the text across the range A2:E2. Apply the Heading 1 cell style. | 11 |
| 11 | In the range A5:A7, type the following row titles and then apply the Heading 4 cell style: **Bonus** **Base Salary** **Total Compensation** | 4 |
| 12 | In the range B4:E4, type the following column titles, and then Center and apply the Heading 3 cell style: **Northern/Southern** **Northern** **Southern** **Total** | 6 |
| 13 | In cell C5, enter a formula that references cell D9 in the Northern worksheet so that the total bonus amount for the Northern region displays in cell C5. Create similar formulas to enter the total Base Salary for the Northern region in cell C6. Using the same technique, enter formulas in the range D5:D6 so that the Southern totals display. | 8 |
| 14 | Sum the Bonus and Base Salary rows, and then calculate Total Compensation for the Northern, Southern, and Total columns. | 6 |
| 15 | In cell B5, insert a Column Sparkline for the range C5:D5. In cells B6 and B7, insert Column sparklines for the appropriate ranges to compare Northern totals with Southern totals. | 10 |
| 16 | Group the three worksheets, and then center the worksheets Horizontally on the page and insert a Custom Footer in the left section with the file name. Change the Orientation to Landscape then display the print preview. Change the scaling to Fit All Columns on One Page. | 6 |
| 17 | Save and close the file, and then submit for grading. | 0 |

|  |  |
| --- | --- |
| **Total Points** | **100** |