## 

**SHS IMMERSION 2T 2024-2025**

**EXERCISE**

**1**

**Microsoft Excel Basics**

1. **BACKGROUND INFORMATION**

MS Excel is part of the MS Office suite. It is a spreadsheet program designed for everyday tasks such as setting up a budget, maintaining an address list, or keeping track of a list of to-do items.

The new version of Excel has a whole new look and feel – along with many new features.

The new design and new features will help you organize your work more efficiently and help you complete your everyday tasks quickly.

One of the most dramatic changes in Excel, the Ribbon gives Excel its new look and feel. Some Excel commands are now more prominently displayed, and common commands are

grouped into tabs to make them easy to find.

This lab will help you become familiar with the various features of MS Excel.

1. **LABORATORY ACTIVITY**
2. Download the file **ExcelAct.xlsx** as provided.
3. Start Microsoft Excel and open **ExcelAct.xlsx**. Save it as **LastnameFirstname.xlsx**.
4. Change the **tab color** of the Salary worksheet to any shade of red. **Delete** the Sheet1 worksheet.

Note: Each section in this exam corresponds to one of the worksheets in the file. For example, Salary corresponds to the Salary worksheet in the file.

1. Merge and center Expert Software Company across cells A1 through H1. Change its font size to 16 and font color to dark blue. Change the background color to yellow and change the row height to 25.
2. Insert a function to display the current date in cell H2.
3. Center, bold, and wrap the headings on row 3.
4. Assign the name remarks to range E28:F31.
5. Adjust column widths and use functions when necessary. Enter formulas to fill in cells according to the following:

**Full name** in cell C4: combine the salesperson’s first name and last name, with a space in between.

**Commission** in cell F4: a salesperson’s commission is based upon his or her total sales: if the total sales are greater than or equal to $50,000 then the commission is the total sales multiplied by the commission percentage of 4%; otherwise (when total sales is less than $50,000) the commission is the total sales multiplied by the commission percentage of 3%. (Hint: see the Commission Percentages table. Remember to use the

percentage’s cell address in your formula rather than the percentage’s actual numeric value. Remember to use the commission threshold’s cell address in your formula rather than the actual numeric value of 50000.)

**Total Salary** in cell G4: a salesperson’s total salary is the base salary plus the commission.

**Salesperson’s Evaluation** in cell H4: based on the salesperson’s total sales, use **VLOOKUP** to assign the salesperson an evaluation remark (excellent, good, fair or poor) according to the Evaluation Criteria. For example, if the salesperson’s total sales are greater than or equal to $50,000 but less than $75,000 then the evaluation remark returned by **VLOOKUP** is **Good**. (Use the range name in your formula.)

Copy the formulas down their respective columns for the other salespersons.

**Average Total Salary** in cell G19: the average of the total salaries.

**Highest Total Salary** in cell G20: the highest total salary amongst all salespersons.

**Lowest Total Salary** in cell G21: the highest total salary amongst all salespersons.

**Median Total Salary** in cell G22: the median salary amongst all salespersons.

**Number of Salesperson** in cell G23: number of salespersons.

**Poor Evaluation** in cell G24: number of salespersons are evaluated “Poor”.

Format all money figures as **currency** with 0 decimal place.

1. Use **conditional formatting**

* Highlight in gray color the cells that are greater or equal to $50,000 in Base Salary column.
* Create a new rule to highlight the rows in yellow color if the base salary is less than $50,000 and the evaluation is excellent.

1. **Insert a row** between rows 9 and 10 and type in your name as the salesperson in this new row. Enter 92000 for the total sales and 50000 for the base salary. Copy (if needed) any appropriate formulas.
2. Insert a computer picture in top corner.
3. Create a custom footer that contains your name on the left, sheet name in the middle and your email on the right.
4. Save and close all files.
5. Upload your file to the e-learning portal (CANVAS).
6. **REFERENCES**

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* Pearson. (2016). Introduction to Computers and Information Technology. Upper Saddle River, NJ: Pearson.
* Tavani, H. T. (2016). Ethics and Technology. Wiley.
* White, R. (2015). How Computer Work: The Evolution of Technology. IN: Que.