



Post-class activity: Data to information

LOOKUP Spreadsheet (submission)

Complete the attached workbook using a range of spreadsheet functions.

Required:

1. **Open** a new workbook and **save** the workbook as **spreadsheet_lookup**
2. **Create** the following layout:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2																	
3																	
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17																	
18																	
19																	
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21																	
22																	
23																	

3. **Add** the following data to the worksheet.

	A	B	C	D	E	F	G	H
1								
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Look up customer data

4. **Write** a formula in cell D8 that will look up the customer first (name) based upon the value in cell D7.
5. **Write** a formula in cell D9 that will look up the customer last (name) based upon the value in cell D7.
6. **Write** a formula in cell D10 that will look up the customer VIP status based upon the value in cell D7.

The worksheet should now appear similar to below:

	A	B	C	D	E	F	G	H
1								
2								
3								
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8								
9								
10								
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19								
20								
21								
22								
23								

Sales Receipt

Customer Details

Customer ID	C6
First	Pan
Last	Liang
VIP	Yes

Sub-Total \$	
Discount \$	
Total \$	

Product details

Product ID	Product	Unit Cost \$	Quantity	Price \$
103			3	
101			2	
104			1	
110			5	
105			4	
102			6	



Product data look up

7. **Write** a formula in cell D14 that will look up the Product based upon the Product ID in cell C14.
8. **Copy** the formula down to cell D19 using the fill handle.
9. **Write** a formula in cell E14 that will look up the Unit Cost \$ based upon the Product ID in cell C14.
10. **Copy** the formula down to cell E19 using the fill handle.

The worksheet should appear similar to below:

	A	B	C	D	E	F	G	H
1								
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3								
4								
5								
6								
7								
8								
9								
10								
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22								
23								

Sales Receipt				
Customer Details				
Customer ID	C6			
First	Pan			
Last	Liang			
VIP	Yes			
Product details				
Product ID	Product	Unit Cost \$	Quantity	Price \$
103	Small Bandages	12.00	3	
101	First Aid Kit	120.00	2	
104	Scissors	24.00	1	
110	Sticky Tape	4.50	5	
105	Band-Aids	8.99	4	
102	Large Bandages	28.00	6	
Sub-Total \$				
Discount \$				
Total \$				



Price \$ Calculation

11. **Write** a formula in cell G14 that will calculate Price \$.

$$\text{Price \$} = \text{Unit Cost \$} * \text{Quantity}$$

12. **Copy** the formula down to cell G19 using the fill handle.

Sub-Total \$ calculation

13. **Write** a formula in cell G20 that will sum all the values in the price column from G14 to G19.

Discount \$ calculation

If the customer is a VIP customer (VIP = Yes) then a discount of 10% is given to the customer off the Sub-Total \$.

14. **Write** a formula in cell G21 that will calculate a discount of 10% of the Sub-Total \$ if the customer is a VIP.

Total \$ calculation

15. Write a formula in cell G22 that will calculate the Total \$.

$$\text{Total \$} = \text{Sub-Total \$} - \text{Discount \$}$$

The worksheet should appear as below:

	A	B	C	D	E	F	G	H
1								
2								
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Sales Receipt				
Customer Details				
Customer ID	C6			
First	Pan			
Last	Liang			
VIP	Yes			
Product details				
Product ID	Product	Unit Cost \$	Quantity	Price \$
103	Small Bandages	12.00	3	36.00
101	First Aid Kit	120.00	2	240.00
104	Scissors	24.00	1	24.00
110	Sticky Tape	4.50	5	22.50
105	Band-Aids	8.99	4	35.96
102	Large Bandages	28.00	6	168.00
Sub-Total \$				526.46
Discount \$				52.65
Total \$				473.81

Save worksheet

16. **Save** the worksheet.

Testing

17. **Test** the worksheet by changing the Customer ID to C5.

The worksheet should now appear as below:

	A	B	C	D	E	F	G	H
1								
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23								

Sales Receipt

Customer Details

Customer ID	C5
First	Dai
Last	Jin
VIP	No

Product details

Product ID	Product	Unit Cost \$	Quantity	Price \$
103	Small Bandages	12.00	3	36.00
101	First Aid Kit	120.00	2	240.00
104	Scissors	24.00	1	24.00
110	Sticky Tape	4.50	5	22.50
105	Band-Aids	8.99	4	35.96
102	Large Bandages	28.00	6	168.00
Sub-Total \$				526.46
Discount \$				0.00
Total \$				526.46

18. **Test** the worksheet by continually changing the Customer ID and also change some of the Product ID's in the receipt.
19. **Upload** your assignment to eLearn.