



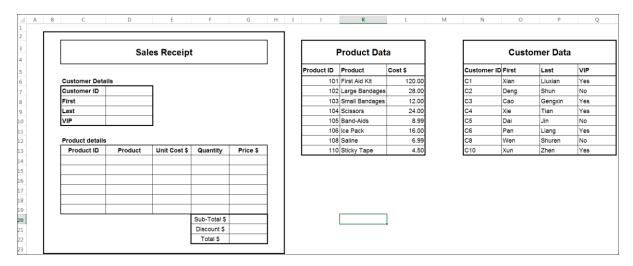
Post-class activity: Data to information

LOOKUP Spreadsheet (submission)

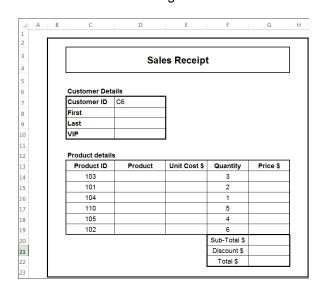
Complete the attached workbook using a range of spreadsheet functions.

Required:

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



3. Add the following data to the worksheet.



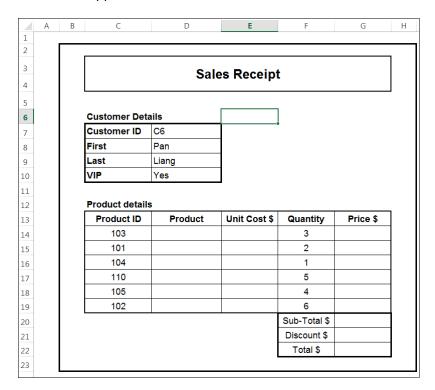




Look up customer data

- 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:



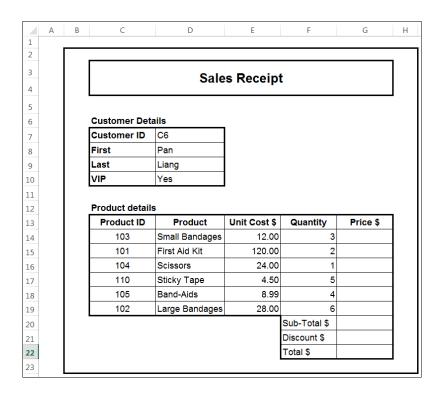




Product data look up

- 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:







Price \$ Calculation

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

Price \$ = Unit Cost \$ * 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 \$.

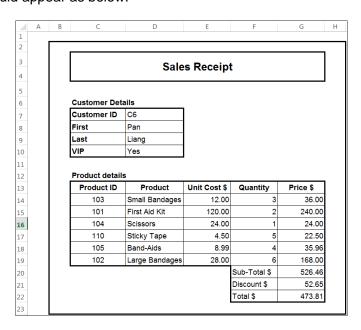
14. **Write** a formula in cell G21 that will calculate a discount of 10% of the Sub-Total \$ if the customer is a VIP.

Total \$ calculation

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

Total \$ = Sub-Total \$ - Discount \$

The worksheet should appear as below:









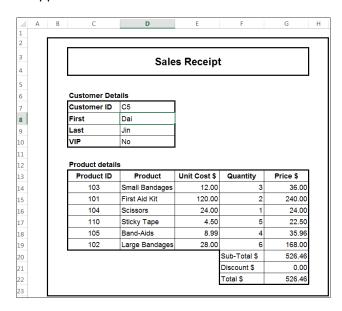
Save worksheet

16. Save the worksheet.

Testing

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

The worksheet should now appear as below:



- 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.