

Assignment #3

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Instructions

COMP1047-30
Computer Concepts for End-Users
School of Computer Science - University of Windsor

Assignment #3: Spreadsheet Software – Microsoft Excel (15%)

Make a spreadsheet for the following questions using your knowledge of spreadsheet software with formulas and functions where appropriate.

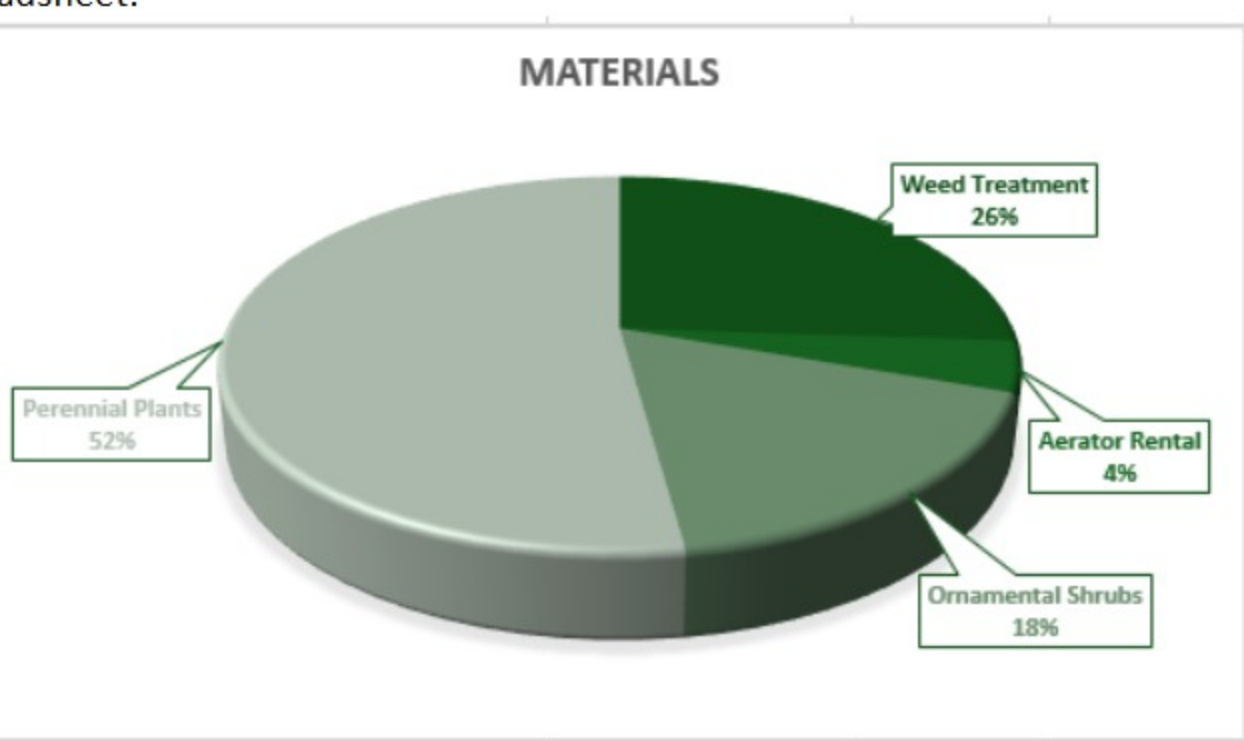
Question #1:

Sheet 1 - Landscape Project Estimate (25 Marks)

- Enter the data from the table shown below.
 - Choose Cambria (or equivalent), size 25 font for the main title in bold (rows 1 and 2).
 - Choose Calibri (or equivalent), size 11 font for the rest of the worksheet.
 - Add the tree graphic in the area as shown below.
 - Add formatting like below, including borders and colours.
 - Set all titles to bold and cells B4, B5, and B6.
 - Italicize A14 and A21

	A	B	C	D
1	Landscape Project Estimate			
2	Yard Masters			
3				
4	Prepared for:	Prof. R. Ferrara		
5	Student name:	Student Name		
6	Student number:	Student Number		
7				
8	Tasks	Hours	Rate	Cost
9	Weed Treatment	18	\$ 75.00	
10	Aerate	1	\$ 50.00	
11	Prepare Planting Bed	6	\$ 25.00	
12	Plant Shrubs	4	\$ 40.00	
13	Plant Perennials	12	\$ 25.00	
14	Tasks Subtotal			
15				
16	Materials	Quantity	Price	
17	Weed Treatment	9	\$ 35.99	
18	Aerator Rental	1	\$ 105.00	
19	Ornamental Shrubs	4	\$ 69.95	
20	Perennial Plants	12	\$ 9.99	
21	Materials Subtotal			
22				
23				
24	Total Cost Estimate			
25	Cost of Least Expensive Task			
26	Cost of Most Expensive Task			
27	Cost of Least Expensive Material			
28	Cost of Most Expensive Material			

- Complete the remainder of the table using the **most efficient formulas and functions as required**. Also, use the same number formatting as column C.
- Add a 3-D Pie Chart using the data from Quantity. Use Layout 1 style and place it below the spreadsheet.



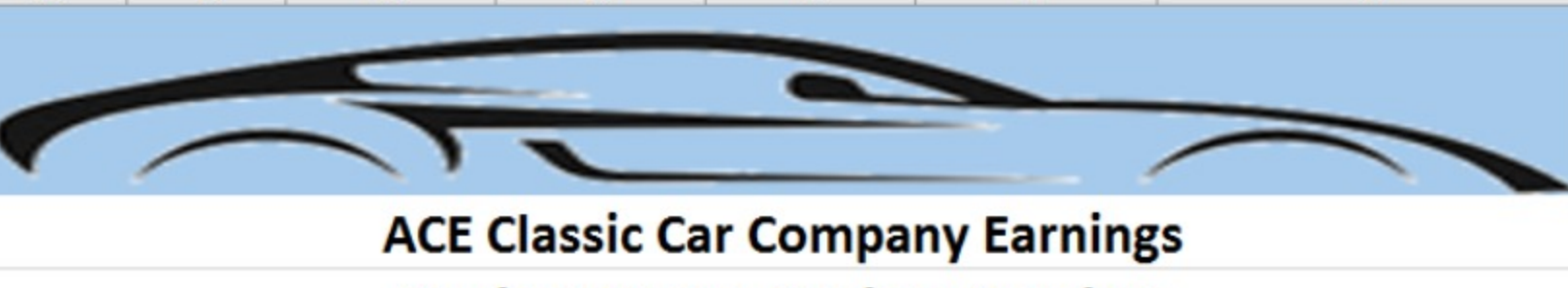
- Label Sheet1 - **Landscape Estimation**

Question #2

Sheet2 - ACE Classic Car Company (25 marks)

- Enter the data using the following table in Excel.

- Add the car graphic in the area as shown below.
- Choose Calibri font (or equivalent), size 20 for the main title in bold (rows 2 and 3)
- Choose Calibri font (or equivalent), size 11 for the rest of the worksheet.
- Set all titles in bold.
- Add formatting like below for the rest of the worksheet, including the borders and colours.

	A	B	C	D	E	F	G
1							
2	ACE Classic Car Company Earnings						
3	Student Name, Student Number						
4	Last	First	Salary	Sales	Commission	Earnings	Above Average Earnings
5	A.	A.	\$85,000	\$400,400			
6	B.	B.	\$75,000	\$240,000			
7	C.	C.	\$55,000	\$250,000			
8	D.	D.	\$65,000	\$330,800			
9	E.	E.	\$39,000	\$345,000			
10	F.	F.	\$59,500	\$274,500			
11	G.	G.	\$69,000	\$400,000			
12	Lowest:						
13	Highest:						
14	Average:						
15	Total:						

- Complete the rest of the table using **formulas and functions**, note the following:
 - Replace the A., B., C., etc. to valid names of your choosing.
 - Commission is 2% of Sales. Commission is a dollar amount, not a percent. (Use the same number formatting as columns C and D.)
 - Earnings are Salary plus Commission.
 - The last four rows at the bottom should be completed for Salary, Sales, Commission, and Earnings columns.
 - Use appropriate functions with cell ranges.
 - In the Above Average Earnings column put a Yes or a No, using the IF function.

- Create a Column Chart based on Earnings (like the one below) Layout 16 style and place it below the spreadsheet.



- Label Sheet2 – **ACE Classic Car Company**

Question #3

Sheet3 - Windsurf Bar (25 marks)

- Enter the following table in Excel using your knowledge of spreadsheet software.

- Add the beach graphic in the area as shown below.
- Choose Times New Roman font (or equivalent), size 25 for the main title in bold (row 1).
- Choose Calibri font (or equivalent), size 11 for the rest of the worksheet.
- Add formatting like below for the rest of the worksheet, including borders and colours.
- The heading and sub-heading use a gradient formatting from white to orange.

	A	B	C	D	E	F	G	H
1	 WINDSURF BAR 							
2	Payroll by Student Name, Student Number							
3	Employee	Age	Position	Wage	Hours	Regular Hours	Overtime Hours	Pay
4	A. Arms	25	Manager		49			
5	B. Boyd	32	Manager		52			
6	C. Carmen	23	Wait staff		35			
7	D. Donald	22	Wait staff		48			
8	E. Ericson	21	Wait staff		20			
9	F. Ferrara	18	Wait staff		30			
10	G. Gomez	24	Wait staff		27			
11	H. Homes	22	Wait staff		42			
12	I. Iotona	21	Wait staff		44			
13	J. Jones	20	Wait staff		42			
14	K. Katt	19	Wait staff		37			
15	L. Lemon	17	Busboy		35			
16	M. Mariani	17	Busboy		25			
17	N. Nichols	17	Busboy		34			
18	O. Ostram	17	Busboy		22			
19	Wage Chart							
20			Manager	\$ 29.00				
21			Wait staff	\$ 16.55				
22			Busboy	\$ 15.60				
23								

- Payroll refers to how much you as the business owner need to pay your employees for their labour.
 - You have fifteen employees on the payroll.
 - Determine how much each employee is owed for one week.
 - A “normal” work week is 40 hours. Anything over 40 hours is overtime. (Use the If function for the Regular Hours.)
 - All Overtime hours are paid at a rate of 1.5 times their normal hourly wage. (Use the If function for the Overtime Hours.)
 - Calculate each employee’s Pay
 - Calculate the Total wages paid to all employees to determine the grand total of how much money you will spend on payroll for this pay period.

- The Wage for the employees is based on the Wage Chart.
 - Determine the hourly wage per category for each employee. (Use the VLOOKUP function.)

- Label Sheet3 – **Windsurf Bar**

Submission:

Create a Microsoft Excel document answering the questions above.

Save the file as: **Assignment3-StudentFirstNameStudentLastName.xlsx**

Send your results via the Assignment #3 submission in Brightspace.

One mark deduction for each of the following:

- Improper filename
- Spelling and/or grammar errors
- Missing your name and/or your student number

General:

- Assignments must be done on your own Microsoft account/licensed product, or you will receive zero marks.
- Assignments must be submitted in the proper file format, or you will receive zero marks.
- Assignments are not to be emailed to the Professor or Teaching Assistants. You get one submission and one submission only in Brightspace. Assignments not found in Brightspace will receive a mark of zero.

Assignment #3 Marking Scheme (15%, 75 marks)

Worksheet 1 (25 marks)

Worksheet 2 (25 marks)

Worksheet 3 (25 marks)

Assignment #3 is due by the end of the **fourth week** of the course.

For this assignment you will attach **ONE MICROSOFT EXCEL DOCUMENT** type the only.

Due on Jan 29, 2025 11:00 PM

Available on Jan 20, 2025 7:00 AM. Access restricted before availability starts.

Available until Jan 31, 2025 11:59 PM. Access restricted after availability ends.

Attachments

-  [COMP104730Assignment#3 clipart-car logo.png](#) (69.25 KB)
-  [COMP104730Assignment#3 clipart-tree logo.png](#) (19.85 KB)
-  [COMP104730Assignment#3 clipart-windsurf logo.png](#) (4.05 KB)

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Allowed File Extensions

.xlsx

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