**Module 17 – Advanced Formula Creation**

**Exercise**

1. Open the file called **Chocolate Sales**.
2. Name cell J3 **Comm\_Rate**.
3. Name cell J4 **Quota**
4. Name the range I8:J10 **Bonus\_Table**.
5. In cell F6, create a formula using the **IF** function to let you if Hanover met or exceeded his quota. If so, calculate his commission based on his Comm\_Rate. If not, have Excel return a value of 0.
6. Copy this formula down to cell F10.
7. In cell G6, write a formula using the **VLookup** function that gives you Hanover’s bonus. Use the Bonus\_Table as the Table\_Array in the formula.
8. Copy this formula down to cell G10.
9. Add a new column to the left of column B.
10. In cell B5, type “Dept”.
11. On sheet 2, starting in cell A1, create a list of dept names: Administration, Maintenance, & Personnel.
12. On sheet 1, select the range B6:B10.
13. Using the Data Validation button, create a drop-down list of departments based on A1:A3 from sheet 2.
14. On sheet1, check to see if each of the cells in the range B6:B10 have arrows and the drop-down list works.
15. Save and close the file.