CMR 282

Chapter 2 – Module 4

# Assessment 1

Create Range Names and Use the Lookup Function

1. Open RSROctLabor.xlsx.
2. Save the workbook with the name **EL2-C2-A1-RSROctLabor**
3. Modify the range named LaborCost to include cell F22.
4. Change the range name for the range named Hr to Hours.
5. In cell E7, create a VLOOKUP formula to return the correct hourly rate based on the technician code in cell D7. Use the range name RateChart within the formula to reference the hourly rate chart. Make sure Excel will return values for exact matches only.
6. Create or copy the following formulas:
   1. Copy the VLOOKUP formula in cell E7 and paste it into the range E8:E22.
   2. In cell F7, multiply the values in the range named Hours by the hourly rate in cell E7. Add the ROUND function to ensure that all labor costs are rounded to the nearest cent (two decimal places).
   3. Copy the formula in cell F7 and paste it into the range F8:F22.
   4. Create the formula in cell F23 to sum the values in the column.
7. Preview and then print the worksheet.
8. Save and then close **EL2-C2-A1-RSROctLabor**

# Assignment 2

Use Conditional Statistical and Math Functions

Note: For all the functions in Assessment 2 except those in Step 3, use range names in the formulas to reference sources.

1. Open **EL2-C2-A1-RSROctLabor**
2. Save the workbook with the name **EL2-C2-A2-RSROctLabor**
3. Using the range named TechCode, create COUNTIF formulas in these cells:

I9: Count the number of calls made by technician 1.

I10: Count the number of calls made by technician 2.

I11: Count the number of calls made by technician 3.

1. In cell I14, create a COUNTIFS formula to count the number of calls made by technician 3 for which the hours logged were greater than three. Use range names (TechCode and Hours) where possible.
2. Using the ranges named TechCode and LaborCost, create SUMIF formulas in these cells indicated:

J9: Add the labor cost for calls made by technician 1.

J10: Add the labor cost for calls made by technician 2.

J11: Add the labor cost for calls made by technician 3.

1. Using the ranges named TechCode, LaborCost, and Hours, create a SUMIFS formula in cell J14 to add the labor cost for calls made by technician 3 (criteria 1) in which the hours logged were greater than three (criteria 2).
2. Using the named ranges TechCode and LaborCost, create AVERAGEIF formulas in these cells:

J18: Average the labor cost for calls made by technician 1.

J19: Average the labor cost for calls made by technician 2.

J20: Average the labor cost for calls made by technician 3.

1. Ensure that the Comma format has been applied to the cells or ranges:

J9:J11

J14

J18:J20

1. Save, print, and then close **EL2-C2-A2-RSROctLabor**

# Assessment 3

Use the PMT and PPMT Financial Functions

1. Open PrecisionWarehouse.xlsx.
2. Save the workbook with the name **EL2-C2-A3-PrecisionWarehouse**
3. Using cell references, create a PMT formula in cell D8 to calculate the monthly loan payment for a proposed loan from NewVentures Capital Inc.
   1. *Note: The PMT function uses the same arguments as the PPMT function with the exception, that there is no Per criterion. Remember to divide the rate by 12 and multiply the nper by 12 to use monthly units.*
4. Using cell references, create PPMT formulas to find the principal portion of the loan payment for the first loan payment in cell D10 and the last loan payment in cell D11.
5. In cell D13, create a formula to calculate the total cost of the loan by multiplying the monthly loan payment times the amortization period in years times 12.
6. Print the worksheet.
7. Save and then close **EL2-C2-A3-PrecisionWarehouse**

# Assessment 4

Use Logical Functions

1. Open ACPremiumReview.xlsx.
2. Save the workbook with the name **EL2-C2-A4-ACPremiumReview**. The following range names have been created:

B4:B23 Claims

C4:C23 AtFault

D4:D23 Rating

E4:E23 Deductible

1. Using named ranges, create a formula in cell G4 to display *Yes* if the number of at fault claims is greater than one and the current rating is greater than two. Both conditions must test true to display *Yes*; otherwise, display *No* in the cell. ***Hint: Use a nested IF and AND formula.***
2. Using named ranges, create a formula in cell H4 to display *Yes* in the cell if either the number of claims is greater than two or the current deductible is less than $1,000.00; otherwise, display *No* in the cell. ***Hint: Use a nested IF and OR formula.***
3. Center the results in cells G4 and H4 and then copy and paste the formulas into the ranges G5:G23 and H5:H23, respectively. Deselect the range after copying.
4. Save, print, and then close **EL2-C2-A4-ACPremiumReview**.