Excel Skill Check – Module 3

Complete the tasks below as accurately and efficiently as possible. Screenshots show the finished product, but are useful to refer to along the way. IMPORTANT: No assistance of any kind is allowed for Skill Checks. NOTE: if a function is specified, no credit will be given if a function is not used. When in doubt about any aspect of a skill check, please ask for clarification.

1	• Copy the Excel Skill Check Starting File to the desktop. Use the desktop as your working location. Save the file *Excel Skill Check 3 Starting File.xlsx* as **Firstname Lastname Camping.xlsx**
2	• Not shown in screenshots: On the Documentation sheet, enter your name as author, and enter a function that will always display the current date when the spreadsheet is opened. Accept the default date format. • Note the purpose of the workbook. • *All remaining work takes place on the Order Form sheet.*
3	• On the Order Form sheet, in cell B6, enter a simple formula that references (points to) the date on the Documentation sheet.
4	• *When the sale is made to the customer name of CASH, no Shipping Address information is required.* • In cell B4, enter the text "CASH". • In cell B10, use a function to display "NO" if cell B4 has the word "CASH" in it, and "YES" if it doesn't.
5	• In cell B20, choose 'Standard' delivery from the dropdown list. • In cell B21, use a function that will look up the estimated number of delivery days in the list found in range F5:H9 for the delivery method shown in cell B20 (e.g., for Standard delivery, the estimated number of delivery days is 5).
6	• *Note: To simulate a sales transaction, the first 8 items from the Product List have been pasted into the Order Table for you, and test quantities have been entered. No action required.*
7	• In cell H14, enter a formula that calculates the charge for the first product. • Copy the formula to the other 7 rows in the Order Table.
8	• In cell I14, enter a formula to calculate the tax. REQUIRED: Formula must reference cell H14 and cell G11, in such a way that the formula will fill down without errors for the remaining items in the table. • Copy the formula to the other 7 rows in the Order Table.
9	• In cell J14, enter a formula or function to calculate the item total including tax. • Copy the function or formula to the other 7 rows in the Order Table.
10	• In cell J23, enter a function that calculates the subtotal for the items sold. Do NOT include any blank cells in the range selected for the function.
11	• In cell J26, use a formula or function to calculate the total cost of the order. Do not include any blank cells or non-numeric data in your calculation.
12	• Check your work carefully to ensure you have completed all parts to the best of your ability. • Indicate to your instructor that you are ready to have your work marked.
13	• After being marked, delete the Skill Check files from the desktop. Do not save a copy or move files to your H: drive. If you had any difficulties, review those concepts as soon as possible!

[Skillcheck Excel Testing Answers](#)

Louis Patterson,ActiveEducation Staff

Skillcheck Excel Testing Answers:

Statistics and Research Methods in Psychology with Excel J.P. Verma,2019-08-27 This book specifically developed for students of psychology covers a wide range of topics in statistics and research designs taught in psychology in particular and other disciplines like management sociology education home science and nutrition in general in most universities It explains how to use Excel to analyze research data by elaborating statistical concepts Each chapter contains sections like Check you Computing skill and Check your Statistical Concepts to enable students to assess their knowledge in a graded manner The book addresses one of the major challenges in psychology research viz how to measure subjective phenomenon like attitude desire and preferences of an individual Separate emphasis has been given to the measurement techniques which are essential tools to assess these subjective parameters in numerical form required for statistical analysis to draw meaningful conclusions The book is equally helpful to students of humanities life sciences and other applied areas Consisting of 14 chapters the book covers all relevant topics of statistics and research designs which are important for students to plan and complete their research work *Microsoft Excel, 2000* Philip A. Koneman,2001-06 **Advanced Projects for Microsoft Excel 2000** Philip A. Koneman,2001 The goal of this text is to introduce learners to intermediate and advanced spreadsheet management concepts and using spreadsheet technology to manage business data Through the projects in this text learners build upon a basic understanding of Excel by creating more complex three dimensional workbook solutions using a full range of Excel s functions and tools Utilizing a comprehensive approach to creating spreadsheet solutions this text emphasizes the features in Microsoft Excel for integrating Microsoft Access data and building web based solutions for analyzing pivot table data This text is MOUS certified at the Expert level **ActiveEducation Excel 2000 Advanced** Laurie Ann Ulrich,ActiveEducation Staff,1999-11 ActiveEducation Excel 2000 Intermediate(MOUS) Louis Patterson,ActiveEducation Staff,2000-04 **Excel Practice Selective Schools and Scholarship Tests** James A. Athanasou,1997 Excel Test Skills Selective Schools and Scholarship Tests Years 5 6 is a comprehensive study guide for the selective schools and scholarship tests usually undertaken in Year 6 The book contains sections on all four types of tests Maths English General Abi lity and Written Expression so students can prepare for exams wi th a minimum of stress and maximum results In this book your chi ld will find an introductory section on how best to prepar e for selective schools and scholarship examinations hundreds o f practice questions for Mathematics English General Ability and Writt en Expression answers to all multiple choice questions explanations that outline the thinking skills required for each questio n a complete trial test paper **Excel Selective Schools and Scholarship Tests** John Moir,2013 The aim of Excel Test Skills Selective Schools Schol arship Tests Skills Strategies Years 5 6 is to identify dev elop and practise the skills useful in test situations in particular th e Selective Schools and Scholarship Tests Recognition of these skills a nd strategies and confidence in applying them will lead to better test results In this book students will find an in troduction with advice to parents and students an

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