

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	<ul style="list-style-type: none"> Copy the Excel Skill Check Starting File to the desktop. Use the desktop as your working location. Save the file <i>Excel Skill Check 3 Starting File.xlsx</i> as Firstname Lastname Camping.xlsx
2	<ul style="list-style-type: none"> Not shown in screenshots: On the Documentation sheet, enter your name as author, and enter a <u>function</u> 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	<ul style="list-style-type: none"> On the Order Form sheet, in cell B6, enter a simple formula that references (points to) the date on the Documentation sheet.
4	<ul style="list-style-type: none"> 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 <u>function</u> to display "NO" if cell B4 has the word "CASH" in it, and "YES" if it doesn't.
5	<ul style="list-style-type: none"> In cell B20, choose "Standard" delivery from the dropdown list. In cell B21, use a <u>function</u> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> In cell J23, enter a <u>function</u> that calculates the subtotal for the items sold. Do NOT include any blank cells in the range selected for the function.
11	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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!

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Shasha Hu



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