

Intro To Computers

Excel #10 – WizardWorks

Objective: Create an order form for the WizardWorks business. You will need to use formulas to calculate the charges for each order. The total charge is based on the quantity, type of items ordered, shipping charge, and the sales tax. Orders can be shipped using standard shipping for \$4.99 or overnight for \$12.99. The company is also offering a discount on orders that exceed \$200.

1. In your *Intro to Computers* folder, create a folder titled *first_last_excel_10* using your first and last name.
2. Download the *excel_10.zip* file from <http://www.missblomeyer.com>. Copy *Wizard.xlsx* and put it in your *first_last_excel_10* folder. Delete *excel_10.zip*.
3. Open *Wizard.xlsx* and make the following changes:
 - a. In cell C5, enter a function that displays the current date.
 - b. In cell F20, create an IF function that tests whether the quantity in cell E20 is greater than 0. If it is, return the value E20 multiplied by D20, otherwise, return no text by entering "". Use AutoFill to copy this formula to F21:F25.
 - c. In cell F27, calculate the sum of the values in the range F20:F25.
 - d. In cell F28, enter an IF function that tests whether the value in F27 is greater than 200. If it is, return F27 multiplied by -1 multiplied by the discount percentage in cell F12, otherwise return 0.
 - e. In cell F29, add the subtotal from cell F27 and the discount value from cell F28.
 - f. In cell F31, calculate the sales tax by multiplying the after discount value in cell F29 by the sales tax percentage in cell D31.
 - g. In cell F32, enter an IF function that tests whether C15 equals "standard". If it does, return the value in F9, otherwise, return the value in F10.
 - h. In cell G32, display the value of cell C15.
 - i. In cell F34, calculate the total of the after discount value, the sales tax and the shipping fee.
 - j. Scale the order form so that it will print on a single page in portrait mode. Add a print header. In the upper left, enter *Prepared by First Last* using your first and last names. In the upper right, enter *Period n*, where n is the period you have this class.
 - k. Enter the following data:

Customer	Kevin Kemper
Order Number	31528
Address 1	418 Acorn Lane
City	Greenfield
State	IN
Zip	46140
Shipping	overnight

- l. In the range B20:D22, enter the following items:

<u>Item</u>	<u>Name</u>	<u>Price</u>	<u>Qty</u>
BF005	Bucket of Fireworks	\$42.50	1
F128	Nightair Fountain	\$9.95	3

R315 Mountain Rockets (Box 20) \$49.50 2

- m. If you have done everything correctly, your total should be \$192.91. If not, fix things until it is.
 - n. Once it is fixed, do the following:
 - Change the sales tax to **6.7%**.
 - Change the shipping to **standard**
 - Change the quantity of Mount Rockets from 2 to **4**.
 - o. Print the document. Place your printout in the turn-in basket.
 - p. Save the *Wizard.xlsx* file, exit out of Excel.
4. Zip your *first_last_excel_10* folder. Turn in your *first_last_excel_10.zip* file as well as your printed document.