

Intro To Computers

Excel #11 – Loan

Objective: Create a calculation sheet that will help a loan officer determine how much a homebuyer can afford to borrow in order to purchase a home.

1. In your *Intro to Computers* folder, create a folder titled *first_last_excel_11* using your first and last name.
2. Download the *excel_11.zip* file from <http://www.missblomeyer.com>. Copy *Loan.xlsx* and put it in your *first_last_excel_11* folder. Delete *excel_11.zip*.
3. Open *Loan.xlsx* and make the following changes:
 - a. In cell E3, enter a monthly payment of \$2,200.
 - b. In cell E5, enter the interest rate of 6.5%.
 - c. In cell E6, enter the value 12 (for 12 payments a year)
 - d. In cell C10, enter the value \$200,000. In cell C11, enter the value \$210,000. Then select C10 and C11 and use AutoFill to fill C12:C20. When you finish, cell C20 should have the value \$300,000.
 - e. In cell D9, enter the value 10 and in cell E9, enter the value 15. Select D9 and E9 and use AutoFill to fill F9:H9. When you are finished, H9 should contain the value 30.
 - f. In cell D10, use the PMT function to calculate the monthly pay required to pay a \$200,000 loan in 10 years at 6.5% interest compounded monthly. Use absolute references to cells E5 and E6 for the interest rate and number of payments per year. Use mixed references D\$9 and \$C10 to cells D9 and C10 to reference the number of years to repay the loan and the loan amount. Place a minus sign before the PMT function so that the value returned by the function is positive rather than negative.
 - g. Use AutoFill to copy the formula in D10 into the range D11:H20.
 - h. Create a conditional format for the range D10:H20 to highlight any values that are less than the value in cell E3 in a dark green font on a light green fill.
 - i. Add a second conditional format for the range D10:H20 to highlight any values that are greater than the value in cell E3 in a dark red font on a light red fill.
 - j. If you have done this correctly, the value in cell G10 will be \$1,350.41 and the cell will be green. The value in cell F20 will be \$2,236.72 and the cell will be red. Make any changes you need to make until this is correct.
 - k. Now, change the *Maximum Affordable Monthly Payment* to \$1,800 and change the *Annual Interest Rate* to 4.95%.
 - l. 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.
4. This sheet should print on a single page. Which orientation makes more sense – portrait or landscape? Print the worksheet in your selected orientation and place it in the turn-in basket.
5. Save the *Loan.xlsx* file, exit out of Excel.
6. Zip your *first_last_excel_11* folder. Turn in your *first_last_excel_11.zip* file.