

Intro To Computers Excel #4 – Green Lawns

Objective: Green Lawns provides yard service and maintenance for homes in and around Mount Vernon, Ohio. Gary Taylor manages the accounts for Green Lawns and wants to use Excel to record weekly service calls made by the company. You are to create the workbook for him.

Note: Items typed in **bold** are what you are to enter into the spreadsheet.

1. In your *Intro to Computers* folder, create a folder titled *first_last_excel_4* using your first and last name.
2. Start Excel. Save the blank workbook as *GreenLawns.xlsx* in your *first_last_excel_4* folder.
3. Make the following changes to the workbook:
 - a. Rename *Sheet1* to **Service Calls**. Delete Sheet2 and Sheet3.
 - b. Enter the data as shown in the following table starting in cell A1:

Customer	Address	Phone	Last Service	Hours	Base Fee	Hourly Rate
David Lane	391 Country Drive Mount Vernon, OH 43050	740-555-4439	8/2/2016	3	\$35	\$15.50
Robert Gomez	151 Apple Lane Mount Vernon, OH 43051	740-555-0988	8/2/2016	3.5	\$35	\$15.50
Sandra Lee	112 Main Street Mount Vernon, OH 43050	740-555-3773	8/3/2016	1.5	\$20	\$12.50
Gregory Sands	305 Country Drive Mount Vernon, OH 43050	740-555-4189	8/3/2016	4	\$35	\$17.50
Betty Oaks	205 Second Street Mount Vernon, OH 43049	740-555-0088	8/4/2016	1	\$20	\$12.50

- c. Make sure the columns are an appropriate width so that all data is visible. The data in the Address column should be on 2 lines in each cell.
 - d. The column next to the *Hourly Rate* column is the *Total Charge* for the service call. You are to write a formula to calculate this amount. The formula takes the *Hourly Rate*, multiplies it by the *Hours*, and then adds the *Base Fee*.
 - e. Now, write a formula to calculate the total charges for all customer calls. You decide where the total belongs.
 - f. Check for spelling and proofread the workbook.
 - g. Save the workbook and exit out of Excel.
4. Zip up your *first_last_excel_4* folder. Turn in your *first_last_excel_4.zip* file.