

Exercise Excel

Objectives:

1. Number, Commas and Decimal numeric formats.
2. Working with Formulas (Maximum, Minimum, Average, Count and Sum).
3. Percentage Numeric Formats.

	A	B	C	D	E	F
1	Panda EST					
2	Monthly Sales Report - July					
3						
4	Emp. No.	Name	Salary	Sales Amount	Comission	Total Salary
5	S101	Ahmed	1600	2500	?	?
6	S105	Hassan	1800	3000		
7	S112	Ali	1500	2200		
8	S107	Waleed	2000	4500		
9	S110	Mohammed	1700	3500		
10	S103	Samir	1600	2500		
11						
12		Totals	?	?	?	?
13		Average	?	?	?	?
14		Highest	?	?	?	?
15		Lowest	?	?	?	?
16		Count	?			

Apply the following as described on page 2

1. Create the worksheet shown above.
2. Enter the formula to find COMMISSION for the first employee.
The commission rate is 2% of sales, **COMMISSION = SALES * 2%**
Copy the formula to the remaining employees.
3. Enter the formula to find TOTAL SALARY for the first employee where:

TOTAL SALARY = SALARY + COMMISSION

Copy the formula to the remaining employees.

4. Enter formula to find **TOTALS, AVERAGE, HIGHEST, LOWEST, and COUNT** values.

Copy the formula to each column.

5. Format numeric data to include **commas** and **two decimal places**.
6. Align all column title labels horizontally and vertically **at the center**.
7. Create a **Header** that includes your name in the left section, page number in the center section, and your ID number in the right section.
8. Create **footer** with DATE in the left section and TIME in the right section.
9. Save the file with name Exercise.

Send me this exercise on my email address ahmedadnan18@gmail.com before 9th of April 2020.

For any query call or whats' app on 03006645057

Best Regards

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