

Solutions Guide

Use this file to check your work on the exercises in this course. Both images and descriptions are provided.

Overview Chapter 1: Introducing Microsoft Office and Using Common Features

Develop Your Skills

DYS 01-D1

	A	B	C	D	E
1	My favorite Excel feature is creating formulas.				
2	<i>I also like using the Undo button.</i>				
3					
4					
5					

DYS 01-D2

Note: No changes made on screen from the last exercise.

DYS 01-D3

Note: WebSim only.

DYS 01-D4

Note: No files saved, exploring templates only.

DYS 01-D5

Note: No changes made on screen.

DYS 01-D6

Analyze data with Quick Analysis

Select and play with your data using live previews.

Try it:

- 1 Select the entire table on the right.
- 2 Look to the bottom right of that selection. That's the Quick Analysis button:
- 3 Select it and explore any of the options. See **Charts**, **Totals**, **Tables** and more just by pointing to them.

Next >

Company	Industry	Q1 Sales	Q2 Sales
City Power & Light	Utilities	\$ 299,293	\$ 674,295
Coho Vineyard	Beverage	\$ 228,783	\$ 659,385
Consolidated Messenger	Tech	\$ 579,825	\$ 448,399
Contoso Pharmaceuticals	Medical	\$ 371,570	\$ 644,368
Contoso, Ltd	Misc	\$ 239,219	\$ 287,989
Fabrikam, Inc.	Utilities	\$ 639,630	\$ 635,474
Fourth Coffee	Beverage	\$ 876,740	\$ 567,216
Graphic Design Institute	Education	\$ 788,390	\$ 540,282
Humongous Insurance	Financial	\$ 682,545	\$ 577,599
Litware, Inc.	Tech	\$ 902,264	\$ 206,331
Lucerne Publishing	Misc	\$ 905,906	\$ 443,552
Margie's Travel	Travel	\$ 289,570	\$ 843,834

	A	B	C	D	E	F
1	Company	Industry	Q1 Sales	Q2 Sales		
2	A. Datum Tech		#####	#####		
3	Adventure Travel		#####	#####		
4	Blue Yon Travel		#####	#####		
5	City Power Utilities		#####	#####		
6	Coho Vine Beverage		#####	#####		
7	Consolidated Tech		#####	#####		
8	Contoso Medical		#####	#####		
9	Contoso, Ltd		#####	#####		
10	Fabrikam, Inc.		#####	#####		
11	Fourth Coffee		#####	#####		
12	Graphic Design Institute		#####	#####		
13	Humongous Insurance		#####	#####		
14	Litware, Inc.		#####	#####		
15	Lucerne Publishing		#####	#####		
16	Margie's Travel		#####	#####		
17	A. Datum Tech		#####	#####		
18	Adventure Travel		#####	#####		
19	Blue Yon Travel		#####	#####		
20						
21						
22						
23						

Start 1. Fill 2. Analyze Sheet1 3. Chart

DYS 01-D7

	C	D	E	F
4	Company	Industry	Q1 Sales	Q2 Sales
5	City Power & Light	Utilities	\$ 299,293	\$ 674,295
6	Coho Vineyard	Beverage	\$ 228,783	\$ 659,385
7	Consolidated Messenger	Tech	\$ 579,825	\$ 448,399
8	Contoso Pharmaceuticals	Medical	\$ 371,570	\$ 644,368
9	Contoso, Ltd	Misc	\$ 239,219	\$ 287,989
10	Fabrikam, Inc.	Utilities	\$ 639,630	\$ 635,474
11	Fourth Coffee	Beverage	\$ 876,740	\$ 567,216
12	Graphic Design Institute	Education	\$ 788,390	\$ 540,282
13	Humongous Insurance	Financial	\$ 682,545	\$ 577,599
14	Litware, Inc.	Tech	\$ 902,264	\$ 206,331
15	Lucerne Publishing	Misc	\$ 905,906	\$ 443,552
16	Margie's Travel	Travel	\$ 289,570	\$ 843,834

DYS 01-D8

Income Statement		USD
Revenue		\$ 420,000
Cost of revenue		\$ (234,000)
Gross profit		\$ 186,000
Research and development		\$ (46,000)
Sales and marketing		\$ (52,000)
General and administrative		\$ (21,000)
Operating income		\$ 67,000
Other income		\$ 22,000
Other expenses		\$ (14,000)
Profit before tax		\$ 75,000
Income tax expense		\$ (18,200)
Net income		\$ 56,800

DYS 01-D9

	A	B	C	D
1	Comp	Industr	Q1 Sal	Q2 Sal
2	A. Datum Tech		#####	#####
3	Adventur Travel		#####	#####
4	Blue Yoni Travel		#####	#####
5	City Power Utilities		#####	#####
6	Coho Vin Beverage		#####	#####
7	Consolid Tech		#####	#####
8	Contoso Medical		#####	#####
9	Contoso, Misc		#####	#####
10	Fabrikam Utilities		#####	#####
11	Fourth Co Beverage		#####	#####
12	Graphic I Education		#####	#####
13	Humong Financial		#####	#####
14	Litware, I Tech		#####	#####
15	Lucerne I Misc		#####	#####
16	Margie's Travel		#####	#####
17	A. Datum Tech		#####	#####
18	Adventur Travel		#####	#####
19	Blue Yoni Travel		#####	#####

DYS 01-D10

	A	B	C	D
1	Comp	Industr	Q1 Sal	Q2 Sal
2	A. Datum	Tech	#####	#####
3	Adventur	Travel	#####	#####
4	Blue Yon	Travel	#####	#####
5	City Pow	Utilities	#####	#####
6	Coho Vin	Beverage	#####	#####
7	Consolid	Tech	#####	#####
8	Labyrinth	Medical	#####	#####
9	Labyrinth	Misc	#####	#####
10	Fabrikam	Utilities	#####	#####
11	Fourth C	Beverage	#####	#####
12	Graphic I	Education	#####	#####
13	Humong	Financial	#####	#####
14	Litware, I	Tech	#####	#####
15	Lucerne I	Misc	#####	#####
16	Margie's	Travel	#####	#####
17	A. Datum	Tech	#####	#####
18	Adventur	Travel	#####	#####
19	Blue Yon	Travel	#####	#####

DYS 01-D11

	A	B	C
1	Practice makes perfect		
2	People notice spelling mistakes		
3			

DYS 01-D12

C	D	E	F
Company	Industry	Q1 Sales	Q2 Sales
City Power & Light	Utilities	\$ 299,293	\$ 674,295
Coho Vineyard	Beverage	\$ 228,783	\$ 659,385
Consolidated Messenger	Tech	\$ 579,825	\$ 448,399
Contoso Pharmaceuticals	Medical	\$ 371,570	\$ 644,368
Contoso, Ltd	Misc	\$ 239,219	\$ 287,989
Fabrikam, Inc.	Utilities	\$ 639,630	\$ 635,474
Fourth Coffee	Beverage	\$ 876,740	\$ 567,216
Graphic Design Institute	Education	\$ 788,390	\$ 540,282
Humongous Insurance	Financial	\$ 682,545	\$ 577,599
Litware, Inc.	Tech	\$ 902,264	\$ 206,331
Lucerne Publishing	Misc	\$ 905,906	\$ 443,552
Margie's Travel	Tourism	\$ 289,570	\$ 843,834

DYS 01-D13

Note: Screen shot from web browser will vary.

Chapter 1: Tracking Customer Data

Develop Your Skills

DYS E1-D1

	A	B	C	D	E	F
1	Airspace Travel Company					
2	Monthly Customer Invoices					
3	First Name	Last Name	Provider	Destination	# of Guests	
4						

DYS E1-D2

	A	B	C	D	E
1	Airspace Travel Company				
2	Monthly Customer Invoices				
3	First Name	Last Name	Provider	Destination	# of Guests
4	Eric	Snow	Sunwind	Jamaica	2
5	Alison	Lobosco	Sunwind	Mexico	2
6	Lacy	Henrich	TrueBlue	Dominican Republic	4
7	Will	Johns	Eastjet	Cuba	3
8	Nicki	Hollinger	Sunwind	Mexico	1
9	Lennard	Williams	TrueBlue	Brazil	6
10	Kerri	Knechtel	TrueBlue	Cuba	4
11	Karynn	Alida	Sunwind	Bahamas	2
12	David	Monton	Eastjet	Dominican Republic	2
13	Amanda	Campbell	Sunwind	Jamaica	7

DYS E1-D3

	A	B	C	D	E
1	Airspace Travel Company				
2	Monthly Customer Invoices				
3	First Name	Last Name	Provider	Destination	# of Guests
4	Eric	Snow	Sunwind	Jamaica	2
5	Alison	Lobosco	Sunwind	Mexico	2
6	Lacy	Henrich	TrueBlue	Dominican Republic	4
7	Will	Johns	Eastjet	Cuba	3
8	Nicki	Hollinger	Sunwind	Mexico	1
9	Lennard	Williams	TrueBlue	Brazil	6
10	Kerri	Knechtel	TrueBlue	Cuba	4
11	Karynn	Alida	Sunwind	Bahamas	2
12	David	Monton	Eastjet	Dominican Republic	2
13	Amanda	Campbell	Sunwind	Jamaica	7

DYS E1-D4

	A	B	C	D	E
1	Airspace Travel Company				
2	Monthly Customer Invoices				
3	First Name	Last Name	Provider	Destination	# of Guest
4	Eric	Snow	Sunwind	Jamaica	2
5	Alison	Lobosco	Sunwind	Mexico	2
6	Lacy	Henrich	TrueBlue	Dominican Republic	4
7	Will	Johns	Eastjet	Cuba	3
8	Nicki	Hollinger	Sunwind	Mexico	1
9	Lennard	Williams	TrueBlue	Brazil	6
10	Kerri	Knechtel	TrueBlue	Cuba	4
11	Karynn	Alida	Sunwind	Bahamas	2
12	David	Monton	Eastjet	Dominican Republic	2
13	Amanda	Campbell	Sunwind	Jamaica	7

DYS E1-D5

	A	B	C	D	E
1	Airspace Travel Company				
2	Monthly Customer Invoices				
3	First Name	Last Name	Provider	Destination	# of Guests
4	Eric	Snow	Sunwind	Jamaica	2
5	Alison	Lobosco	Sunwind	Mexico	2
6	Lacy	Henrich	TrueBlue	Dominican Republic	4
7	Will	Johns	Eastjet	Cuba	3
8	Nicki	Hollinger	Sunwind	Mexico	1
9	Lennard	Williams	TrueBlue	Brazil	6
10	Kerri	Knechtel	TrueBlue	Cuba	4
11	Karynn	Alida	Sunwind	Bahamas	2
12	David	Monton	Eastjet	Dominican Republic	2
13	Amanda	Campbell	Sunwind	Jamaica	7

DYS E1-D6

	A	B	C	D	E	F	G
1	Airspace Travel Company						
2	Monthly Customer Invoices						
3	First Name	Last Name	Provider	Destination	# of Guests	Price Per Person	Invoice Date
4	Eric	Snow	Sunwind	Jamaica	2	\$ 899	8-Sep
5	Alison	Lobosco	Sunwind	Mexico	2	\$ 770	7-Sep
6	Lacy	Henrich	TrueBlue	Dominican Republic	4	\$ 1,200	1-Sep
7	Will	Johns	Eastjet	Cuba	3	\$ 950	9-Sep
8	Nicki	Hollinger	Sunwind	Mexico	1	\$ 875	8-Sep
9	Lennard	Williams	TrueBlue	Brazil	6	\$ 800	8-Sep
10	Kerri	Knechtel	TrueBlue	Cuba	4	\$ 560	5-Sep
11	Karynn	Alida	Sunwind	Bahamas	2	\$ 870	8-Sep
12	David	Monton	Eastjet	Dominican Republic	2	\$ 650	6-Sep
13	Amanda	Campbell	Sunwind	Jamaica	7	\$ 900	9-Sep

DYS E1-D7

	A	B	C	D	E	F	G	H
1	Airspace Travel Company							
2	Monthly Customer Invoices							
3	First Name	Last Name	Provider	Destination	# of Guests	Price Per Person	Invoice Date	Invoice #
4	Eric	Snow	Sunwind	Jamaica	2	\$ 899	8-Sep	#3982
5	Alison	Lobosco	Sunwind	Mexico	2	\$ 770	7-Sep	#3983
6	Lacy	Henrich	TrueBlue	Dominican Republic	4	\$ 1,200	1-Sep	#3984
7	Will	Johns	Eastjet	Cuba	3	\$ 950	9-Sep	#3985
8	Nicki	Hollinger	Sunwind	Mexico	1	\$ 875	8-Sep	#3986
9	Lennard	Williams	TrueBlue	Brazil	6	\$ 800	8-Sep	#3987
10	Kerri	Knechtel	TrueBlue	Cuba	4	\$ 560	5-Sep	#3988
11	Karynn	Alida	Sunwind	Bahamas	2	\$ 870	8-Sep	#3989
12	David	Monton	Eastjet	Dominican Republic	2	\$ 650	6-Sep	#3990
13	Amanda	Campbell	Sunwind	Jamaica	7	\$ 900	9-Sep	#3991

DYS E1-D8

	A	B	C	D	E	F	G	H
1	Airspace Travel Company							
2	Monthly Customer Invoices							
3	First Name	Last Name	Provider	Destination	# of Guests	Price Per Person	Invoice Date	Invoice #
4	Eric	Snow	Sunwind	Jamaica	2	\$ 899	8-Sep	#3982
5	Alison	Lobosco	Sunwind	Mexico	2	\$ 770	7-Sep	#3983
6	Lacy	Henrich	TrueBlue	Dominican Republic	4	\$ 1,200	1-Sep	#3984
7	Will	Johns	Eastjet	Cuba	3	\$ 950	9-Sep	#3985
8	Nicki	Hollinger	Sunwind	Mexico	1	\$ 875	8-Sep	#3986
9	Lennard	Williams	TrueBlue	Brazil	6	\$ 800	8-Sep	#3987
10	Kerri	Knechtel	TrueBlue	Cuba	4	\$ 560	5-Sep	#3988
11	Karynn	Alida	Sunwind	Bahamas	2	\$ 870	8-Sep	#3989
12	David	Monton	Eastjet	Dominican Republic	2	\$ 650	6-Sep	#3990
13	Amanda	Campbell	Sunwind	Jamaica	7	\$ 900	9-Sep	#3991

DYS E1-D9

	A	B	C	D	E	F	G	H
1	Airspace Travel Company							
2	Monthly Customer Invoices							
3	First Name	Last Name	Provider	Destination	# of Guests	Price Per Person	Invoice Date	Invoice #
4	Eric	Snow	Sunwind	Jamaica	2	\$ 899	8-Sep	#3982
5	Alison	Lobosco	Sunwind	Mexico	2	\$ 770	7-Sep	#3983
6	Lacy	Henrich	TrueBlue	Dominican Republic	4	\$ 1,200	1-Sep	#3984
7	Will	Johns	Eastjet	Cuba	3	\$ 950	9-Sep	#3985
8	Nicki	Hollinger	Sunwind	Mexico	1	\$ 875	8-Sep	#3986
9	Lennard	Williams	TrueBlue	Brazil	6	\$ 800	8-Sep	#3987
10	Kerri	Knechtel	TrueBlue	Cuba	4	\$ 560	5-Sep	#3988
11	Karynn	Alida	Sunwind	Bahamas	2	\$ 870	8-Sep	#3989
12	David	Monton	Eastjet	Dominican Republic	2	\$ 650	6-Sep	#3990
13	Amanda	Campbell	Sunwind	Jamaica	7	\$ 900	9-Sep	#3991

DYS E1-D10

	A	B	C	D	E	F	G	H
1	Airspace Travel Company							
2	Monthly Customer Invoices							
3	First Name	Last Name	Provider	Destination	# of Guests	Price Per Person	Invoice Date	Invoice #
4	Eric	Snow	Sunwind	Jamaica	2	\$ 899	8-Sep	#3982
5	Alison	Lobosco	Sunwind	Mexico	2	\$ 770	7-Sep	#3983
6	Lacy	Henrich	TrueBlue	Dominican Republic	4	\$ 1,200	1-Sep	#3984
7	Will	Johns	Eastjet	Cuba	3	\$ 950	9-Sep	#3985
8	Nicki	Hollinger	Sunwind	Mexico	1	\$ 875	8-Sep	#3986
9	Lennard	Williams	TrueBlue	Brazil	6	\$ 800	8-Sep	#3987
10	Kerri	Knechtel	TrueBlue	Cuba	4	\$ 560	5-Sep	#3988
11	Karynn	Alida	Sunwind	Bahamas	2	\$ 870	8-Sep	#3989
12	David	Monton	Eastjet	Dominican Republic	2	\$ 650	6-Sep	#3990
13	Amanda	Campbell	Sunwind	Jamaica	7	\$ 900	9-Sep	#3991

DYS E1-D11

	A	B	C	D	E	F	G	H
1	Airspace Travel Company							
2	Monthly Customer Invoices							
3	First Name	Last Name	Provider	Destination	# of Guests	Price Per Person	Invoice Date	Invoice #
4	Eric	Snow	Sunwind	Jamaica	2	\$ 899	8-Sep	#3982
5	Alison	Lobosco	Sunwind	Mexico	2	\$ 770	7-Sep	#3983
6	Lacy	Henrich	TrueBlue	Dominican Republic	4	\$ 1,200	1-Sep	#3984
7	Will	Johns	Eastjet	Cuba	3	\$ 950	9-Sep	#3985
8	Nicki	Hollinger	Sunwind	Mexico	1	\$ 875	8-Sep	#3986
9	Lennard	Williams	TrueBlue	Brazil	6	\$ 800	8-Sep	#3987
10	Kerri	Knechtel	TrueBlue	Cuba	4	\$ 560	5-Sep	#3988
11	Karynn	Alida	Sunwind	Bahamas	2	\$ 870	8-Sep	#3989
12	David	Monton	Eastjet	Dominican Republic	2	\$ 650	6-Sep	#3990
13	Amanda	Campbell	Sunwind	Jamaica	7	\$ 900	9-Sep	#3991

Chapter 2: Calculating Student Grades Using Formulas

Develop Your Skills

DYS E2-D1

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	LearnFast College												
2	Introduction to Business												
3	Sep-26												
4													
5	First	Last	Student ID#	Quiz 1	Quiz 2	Quiz Total	Quiz %	Project 1	Project 2	Project Total	Project %	Exam	Final Grade
6	Ashley	Ronayne	53844	91	81	172		96	93	189	95%		
7	Atif	Khalil	45894	100	99	199		83	88	171	86%		
8	Austin	Farrell	50572	81	85	166		94	89	183	92%		
9	Crystal	Robinson	47088	92	81	173		80	95	175	88%		
10	Felecia	Murray	45003	88	87	175		87	82	169	85%		
11	Jessica	McInnis	45537	85	93	178		81	99	180	90%		
12	John	Aikens	51028	93	82	175		94	100	194	97%		
13	Linda	Jefferies	39695	80	95	175		91	88	179	90%		
14	Pamela	Clark	46389	65	83	148		62	90	152	76%		
15	Pedro	Espinosa	37059	96	94	190		86	96	182	91%		
16	Sarah	Mullins	35742	100	83	183		85	89	174	87%		
17	Todd	Birtle	46389	65	0	65		38	0	38	19%		
18													

DYS E2-D2

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	LearnFast College														
2	Introduction to Business														
3	Sep-26														
4															
5	First	Last	Student ID#	Quiz 1	Quiz 2	Quiz 3	Quiz Total	Quiz %	Project 1	Project 2	Project Total	Project %	Participation	Exam	Final Grade
6	Ashley	Ronayne	53844	91	81		172		96	93	189	95%			
7	Atif	Khalil	45894	100	99		199		83	88	171	86%			
8	Austin	Farrell	50572	81	85		166		94	89	183	92%			
9	Crystal	Robinson	47088	92	81		173		80	95	175	88%			
10	Felecia	Murray	45003	88	87		175		87	82	169	85%			
11	Jessica	McInnis	45537	85	93		178		81	99	180	90%			
12	John	Aikens	51028	93	82		175		94	100	194	97%			
13	Linda	Jefferies	39695	80	95		175		91	88	179	90%			
14	Pamela	Clark	46389	65	83		148		62	90	152	76%			
15	Pedro	Espinosa	37059	96	94		190		86	96	182	91%			
16	Robert	Moreira	53846	96	88		184		90	95	185	93%			
17	Sarah	Mullins	35742	100	83		183		85	89	174	87%			
18															

DYS E2-D3

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	LearnFast College														
2	Introduction to Business														
3	Sep-26														
4															
5	First	Last	Student ID#	Quiz 1	Quiz 2	Quiz 3	Quiz Total	Quiz %	Project 1	Project 2	Project Total	Project %	Participation	Exam	Final Grade
6	Ashley	Ronayne	53844	91	81		172		96	93	189	95%			
7	Atif	Khalil	45894	100	99		199		83	88	171	86%			
8	Austin	Farrell	50572	81	85		166		94	89	183	92%			
9	Crystal	Robinson	47088	92	81		173		80	95	175	88%			
10	Felecia	Murray	45003	88	87		175		87	82	169	85%			
11	Jessica	McInnis	45537	85	93		178		81	99	180	90%			
12	John	Aikens	51028	93	82		175		94	100	194	97%			
13	Linda	Jefferies	39695	80	95		175		91	88	179	90%			
14	Pamela	Clark	46389	65	83		148		62	90	152	76%			
15	Pedro	Espinosa	37059	96	94		190		86	96	182	91%			
16	Robert	Moreira	53846	96	88		184		90	95	185	93%			
17	Sarah	Mullins	35742	100	83		183		85	89	174	87%			
18															

DYS E2-D4

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Introduction to Business														
2	Participation Grades														
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															

DYS E2-D5

	A	B	D	E	F	G	H	I	J	K	L	M	N	O
1	LearnFast College													
2	Introduction to Business													
3	Sep-26													
4														
5	First	Last	Quiz 1	Quiz 2	Quiz 3	Quiz Total	Quiz %	Project 1	Project 2	Project Total	Project %	Participation	Exam	Final Grade
6	Ashley	Ronayne	91	81		172		96	93	189	95%			
7	Atif	Khalil	100	99		199		83	88	171	86%			
8	Austin	Farrell	81	85		166		94	89	183	92%			
9	Crystal	Robinson	92	81		173		80	95	175	88%			
10	Felecia	Murray	88	87		175		87	82	169	85%			
11	Jessica	McInnis	85	93		178		81	99	180	90%			
12	John	Aikens	93	82		175		94	100	194	97%			
13	Linda	Jefferies	80	95		175		91	88	179	90%			
14	Pamela	Clark	65	83		148		62	90	152	76%			
15	Pedro	Espinosa	96	94		190		86	96	182	91%			
16	Robert	Moreira	96	88		184		90	95	185	93%			
17	Sarah	Mullins	100	83		183		85	89	174	87%			
18														

DYS E2-D6

	A	B	C	D	E	F	G	H	I	J	K	L
1	Introduction to Business											
2	Participation Grades											
3												
4	First	Last										
5	Ashley	Ronayne										
6	Atif	Khalil										
7	Austin	Farrell										
8	Crystal	Robinson										
9	Felicia	Murray										
10	Jessica	McInnis										
11	John	Aikens										
12	Linda	Jefferies										
13	Pamela	Clark										
14	Pedro	Espinosa										
15	Robert	Moreira										
16	Sarah	Mullins										

DYS E2-D7

	A	B	D	E	F	G	H	I	J	K	L	M	N	O
1	LearnFast College													
2	Introduction to Business													
3	Sep-26													
4														
5	First	Last	Quiz 1	Quiz 2	Quiz 3	Quiz Total	Quiz %	Project 1	Project 2	Project Total	Project %	Participation	Exam	Final Grade
6	Ashley	Ronayne	91	81		172		96	93	189	95%			
7	Atif	Khalil	100	99		199		83	88	171	86%			
8	Austin	Farrell	81	85		166		94	89	183	92%			
9	Crystal	Robinson	92	81		173		80	95	175	88%			
10	Felicia	Murray	88	87		175		87	82	169	85%			
11	Jessica	McInnis	85	93		178		81	99	180	90%			
12	John	Aikens	93	82		175		94	100	194	97%			
13	Linda	Jefferies	80	95		175		91	88	179	90%			
14	Pamela	Clark	65	83		148		62	90	152	76%			
15	Pedro	Espinosa	96	94		190		86	96	182	91%			
16	Robert	Moreira	96	88		184		90	95	185	93%			
17	Sarah	Mullins	100	83		183		85	89	174	87%			
18														

	A	B	C	D	E	F	G	H	I	J
1	Introduction to Business									
2	Participation Grades									
3										
4	First	Last								
5	Ashley	Ronayne								
6	Atif	Khalil								
7	Austin	Farrell								
8	Crystal	Robinson								
9	Felicia	Murray								
10	Jessica	McInnis								
11	John	Aikens								
12	Linda	Jefferies								
13	Pamela	Clark								
14	Pedro	Espinosa								
15	Robert	Moreira								
16	Sarah	Mullins								
17										

	A	B	C	D	E	F	G	H	I	J
1	Introduction to Business									
2	Exam Grades									
3										
4	First	Last								
5	Ashley	Ronayne								
6	Atif	Khalil								
7	Austin	Farrell								
8	Crystal	Robinson								
9	Felicia	Murray								
10	Jessica	McInnis								
11	John	Aikens								
12	Linda	Jefferies								
13	Pamela	Clark								
14	Pedro	Espinosa								
15	Robert	Moreira								
16	Sarah	Mullins								
17										

Chapter 3: Performing Calculations Using Functions

Develop Your Skills

DYS E3-D1

	A	B	C	D	E	F	G	H
1	LearnFast College							
2	Introduction to Business							
3	Final Grades: Fall Semester							
4								
5	First	Last	Quizzes	Projects	Exam	Participation	Final Grade	
6	Ashley	Ronayne	0%	28%	0%	9%	37%	
7	Atif	Khalil	0%	26%	0%	10%	36%	
8	Austin	Farrell	0%	27%	0%	10%	37%	
9	Crystal	Robinson	0%	26%	0%	8%	34%	
10	Felicia	Murray	0%	25%	0%	10%	35%	
11	Jessica	McInnis	0%	27%	0%	9%	36%	
12	John	Aikens	0%	29%	0%	10%	39%	
13	Linda	Jefferies	0%	27%	0%	10%	37%	
14	Pamela	Clark	0%	23%	0%	10%	33%	
15	Pedro	Espinosa	0%	27%	0%	7%	34%	
16	Robert	Moreira	0%	28%	0%	10%	38%	
17	Sarah	Mullins	0%	26%	0%	10%	36%	
18								

DYS E3-D2

	A	B	C	D	E	F	G	H	I	J	K
1	Introduction to Business										
2	Quiz Grades										
3											
4	First	Last	Quiz 1	Quiz 2	Quiz 3	Quiz 4	Quiz 5	Quiz Total	Student Average	Quiz %	
5											
6	Ashley	Ronayne	91	81	88	84	60	404	80.8		
7	Atif	Khalil	100	99	67	55	85	406	81.2		
8	Austin	Farrell	91	85	62	68	97	403	80.6		
9	Crystal	Robinson	92	81	63	84	99	419	83.8		
10	Felicia	Murray	88	87	100	84	94	453	90.6		
11	Jessica	McInnis	95	93	99	88	77	452	90.4		
12	John	Aikens	93	82	84	64	80	403	80.6		
13	Linda	Jefferies	88	95	62	84	80	409	81.8		
14	Pamela	Clark	97	83	67	45	82	374	74.8		
15	Pedro	Espinosa	96	94	73	69	95	427	85.4		
16	Robert	Moreira	96	88	80	72	93	429	85.8		
17	Sarah	Mullins	100	83	70	64	61	378	75.6		
18	Class Average		93.9	87.6	76.3	71.8	83.6				
19											

	A	B	C	D	E	F	G	H	I	J
1	Introduction to Business									
2	Exam Grades									
3										
4	First	Last	Section 1	Section 2	Section 3	Section 4	Section 5	Exam Total	Exam %	
5										
6	Ashley	Ronayne	22	41	20	14	26	123		
7	Atif	Khalil	23	35	20	14	28	120		
8	Austin	Farrell	17	42	24	13	29	125		
9	Crystal	Robinson	25	35	25	18	29	132		
10	Felicia	Murray	23	45	21	11	30	130		
11	Jessica	McInnis	23	34	21	10	28	116		
12	John	Aikens	19	43	18	10	26	116		
13	Linda	Jefferies	18	50	22	17	26	133		
14	Pamela	Clark	23	43	20	18	28	132		
15	Pedro	Espinosa	20	47	23	14	26	130		
16	Robert	Moreira	24	40	17	20	29	130		
17	Sarah	Mullins	18	37	23	12	30	120		
18										

DYS E3-D3

	A	B	C	D	E	F	G	H	I	J	
1	Introduction to Business										
2	Exam Grades										
3											
4	First	Last	Section 1	Section 2	Section 3	Section 4	Section 5	Exam Total	Exam %		
5									150	40%	
6	Ashley	Ronayne	22	41	20	14	26	123	33%		
7	Atif	Khalil	23	35	20	14	28	120	32%		
8	Austin	Farrell	17	42	24	13	29	125	33%		
9	Crystal	Robinson	25	35	25	18	29	132	35%		
10	Felicia	Murray	23	45	21	11	30	130	35%		
11	Jessica	McInnis	23	34	21	10	28	116	31%		
12	John	Aikens	19	43	18	10	26	116	31%		
13	Linda	Jefferies	18	50	22	17	26	133	35%		
14	Pamela	Clark	23	43	20	18	28	132	35%		
15	Pedro	Espinosa	20	47	23	14	26	130	35%		
16	Robert	Moreira	24	40	17	20	29	130	35%		
17	Sarah	Mullins	18	37	23	12	30	120	32%		
18											

	A	B	C	D	E	F	G	H	I	J	K
1	Introduction to Business										
2	Quiz Grades										
3											
4	First	Last	Quiz 1	Quiz 2	Quiz 3	Quiz 4	Quiz 5	Quiz Total	Student Average	Quiz %	
5								500		20%	
6	Ashley	Ronayne	91	81	88	84	60	404	80.8	16%	
7	Atif	Khalil	100	99	67	55	85	406	81.2	16%	
8	Austin	Farrell	91	85	62	68	97	403	80.6	16%	
9	Crystal	Robinson	92	81	63	84	99	419	83.8	17%	
10	Felicia	Murray	88	87	100	84	94	453	90.6	18%	
11	Jessica	McInnis	95	93	99	88	77	452	90.4	18%	
12	John	Aikens	93	82	84	64	80	403	80.6	16%	
13	Linda	Jefferies	88	95	62	84	80	409	81.8	16%	
14	Pamela	Clark	97	83	67	45	82	374	74.8	15%	
15	Pedro	Espinosa	96	94	73	69	95	427	85.4	17%	
16	Robert	Moreira	96	88	80	72	93	429	85.8	17%	
17	Sarah	Mullins	100	83	70	64	61	378	75.6	15%	
18	Class Average		93.9	87.6	76.3	71.8	83.6				
19											

	A	B	C	D	E	F	G	H
1	LearnFast College							
2	Introduction to Business							
3	Final Grades: Fall Semester							
4								
5	First	Last	Quizzes	Projects	Exam	Participation	Final Grade	
6	Ashley	Ronayne	16%	28%	33%	9%	86%	
7	Atif	Khalil	16%	26%	32%	10%	84%	
8	Austin	Farrell	16%	27%	33%	10%	87%	
9	Crystal	Robinson	17%	26%	35%	8%	86%	
10	Felicia	Murray	18%	25%	35%	10%	88%	
11	Jessica	McInnis	18%	27%	31%	9%	85%	
12	John	Aikens	16%	29%	31%	10%	86%	
13	Linda	Jefferies	16%	27%	35%	10%	89%	
14	Pamela	Clark	15%	23%	35%	10%	83%	
15	Pedro	Espinosa	17%	27%	35%	7%	86%	
16	Robert	Moreira	17%	28%	35%	10%	90%	
17	Sarah	Mullins	15%	26%	32%	10%	83%	
18								

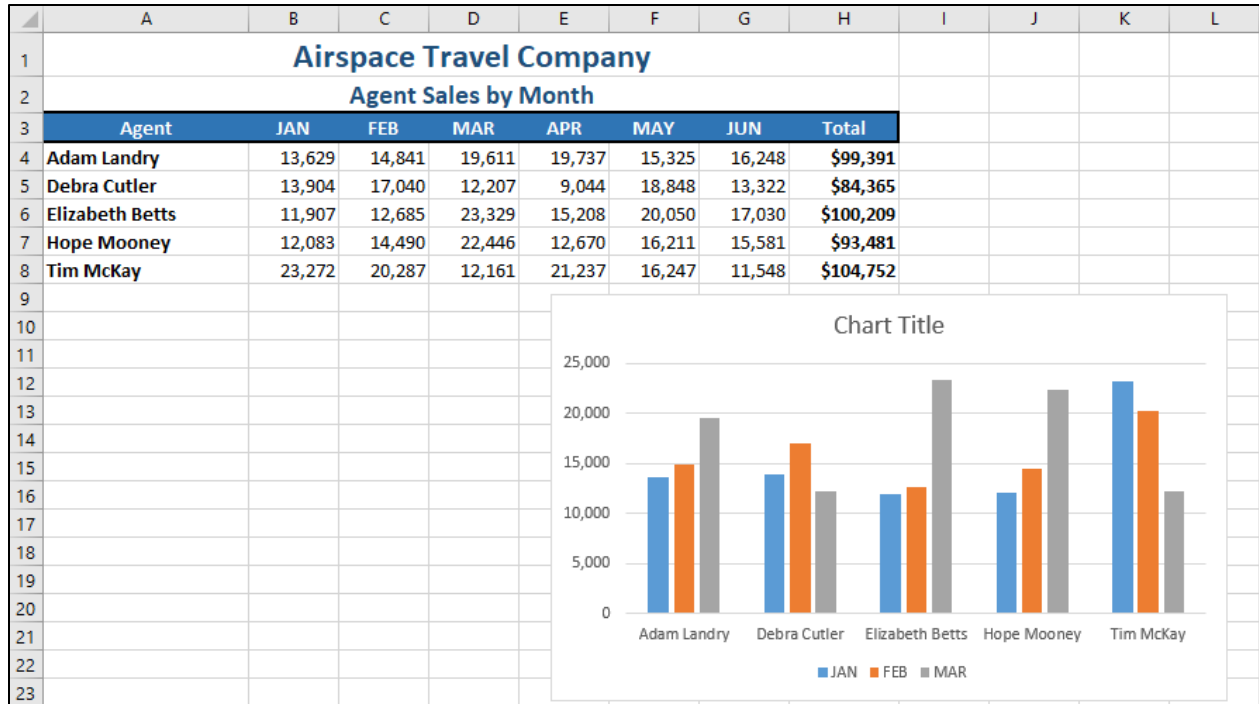
DYS E3-D4

	A	B	C	D	E	F	G	H	I	J
1	LearnFast College									
2	Introduction to Business									
3	Final Grades: Fall Semester									
4										
5	First	Last	Quizzes	Projects	Exam	Participation	Final Grade	<i>Grade Analysis</i>		
6	Ashley	Ronayne	8%	28%	41%	9%	86%	<i>Highest</i>	90%	
7	Atif	Khalil	8%	26%	40%	10%	84%	<i>Lowest</i>	84%	
8	Austin	Farrell	8%	27%	42%	10%	87%	<i>Average</i>	86%	
9	Crystal	Robinson	8%	26%	44%	8%	87%			
10	Felicia	Murray	9%	25%	43%	10%	88%			
11	Jessica	McInnis	9%	27%	39%	9%	84%			
12	John	Aikens	8%	29%	39%	10%	86%			
13	Linda	Jefferies	8%	27%	44%	10%	89%			
14	Pamela	Clark	7%	23%	44%	10%	84%			
15	Pedro	Espinosa	9%	27%	43%	7%	86%			
16	Robert	Moreira	9%	28%	43%	10%	90%			
17	Sarah	Mullins	8%	26%	40%	10%	84%			
18										
19										
20										
21	Values									
22	Quizzes	10%								
23	Projects	30%								
24	Participation	10%								
25	Exam	50%								

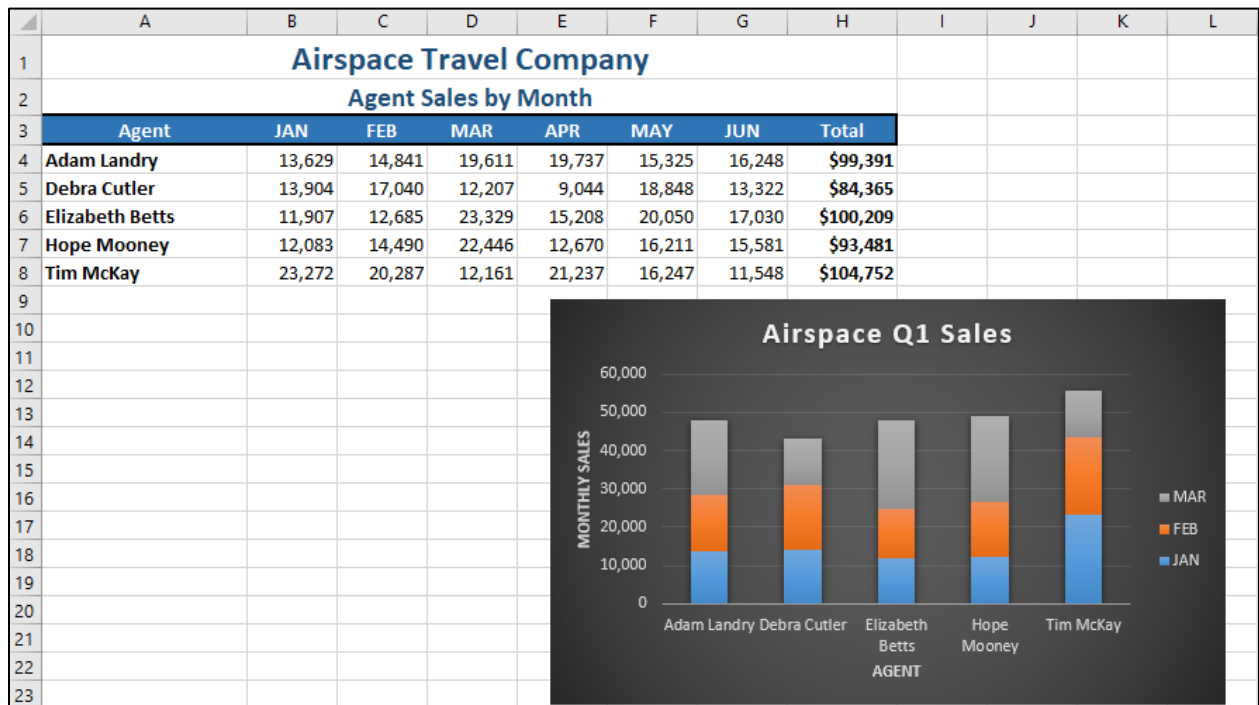
Chapter 4: Data Visualization and Images

Develop Your Skills

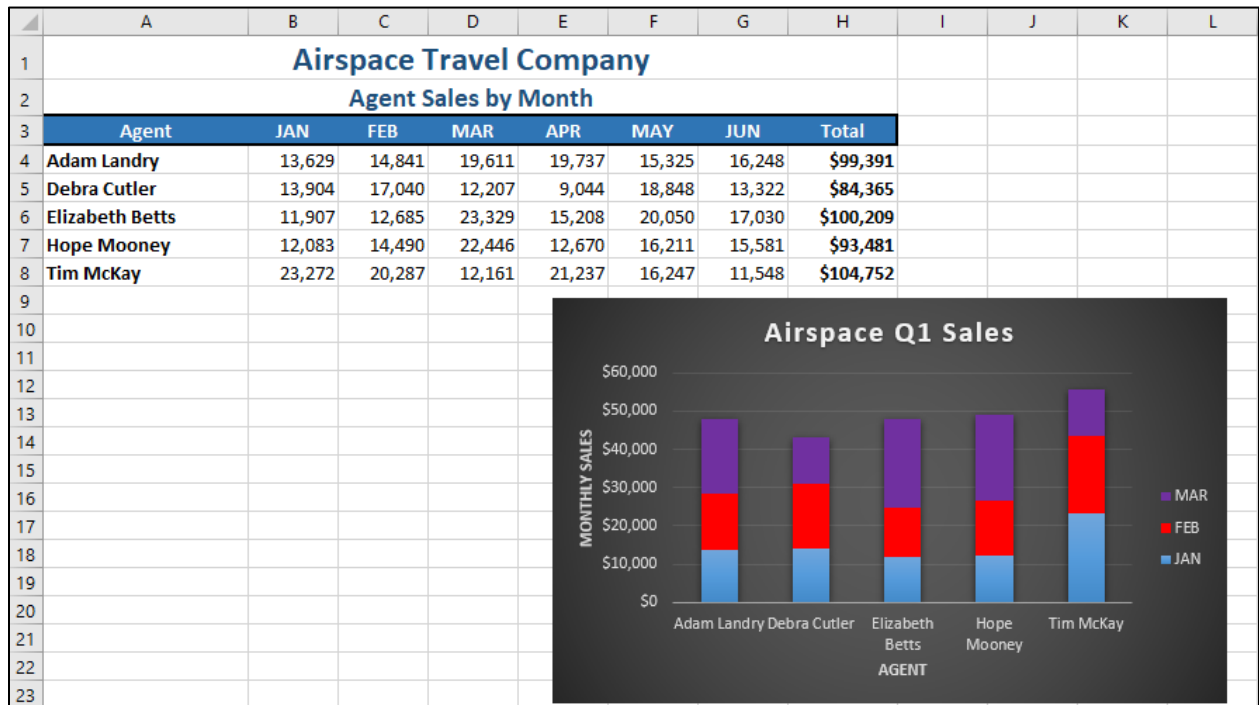
DYS E4-D1



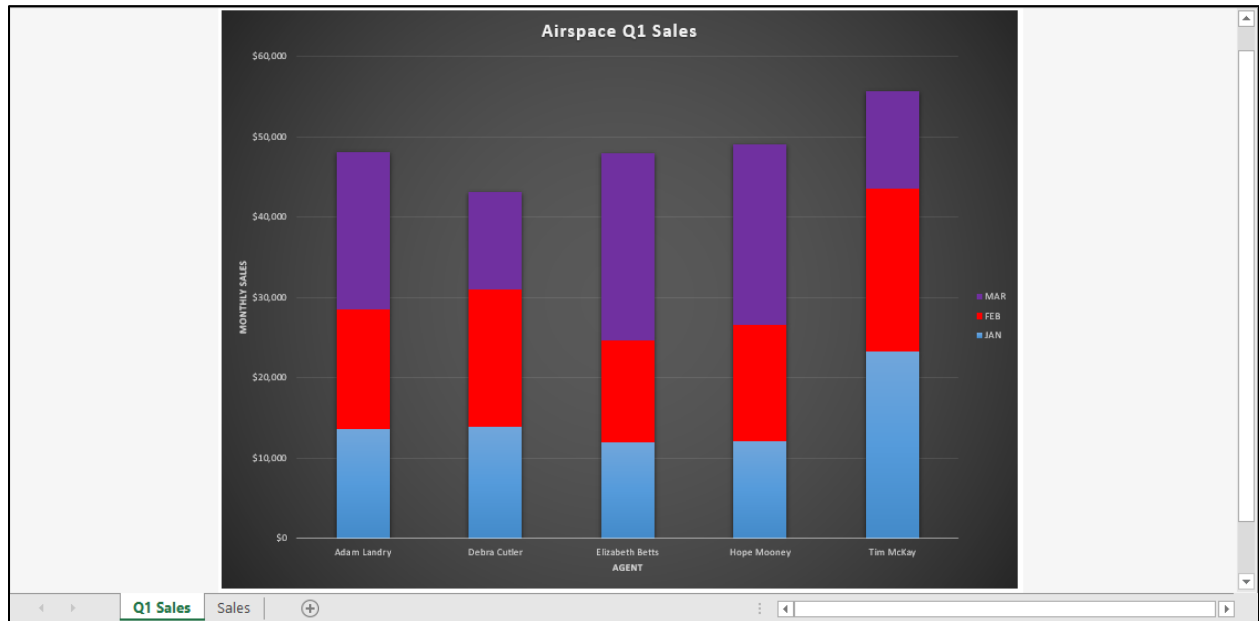
DYS E4-D2

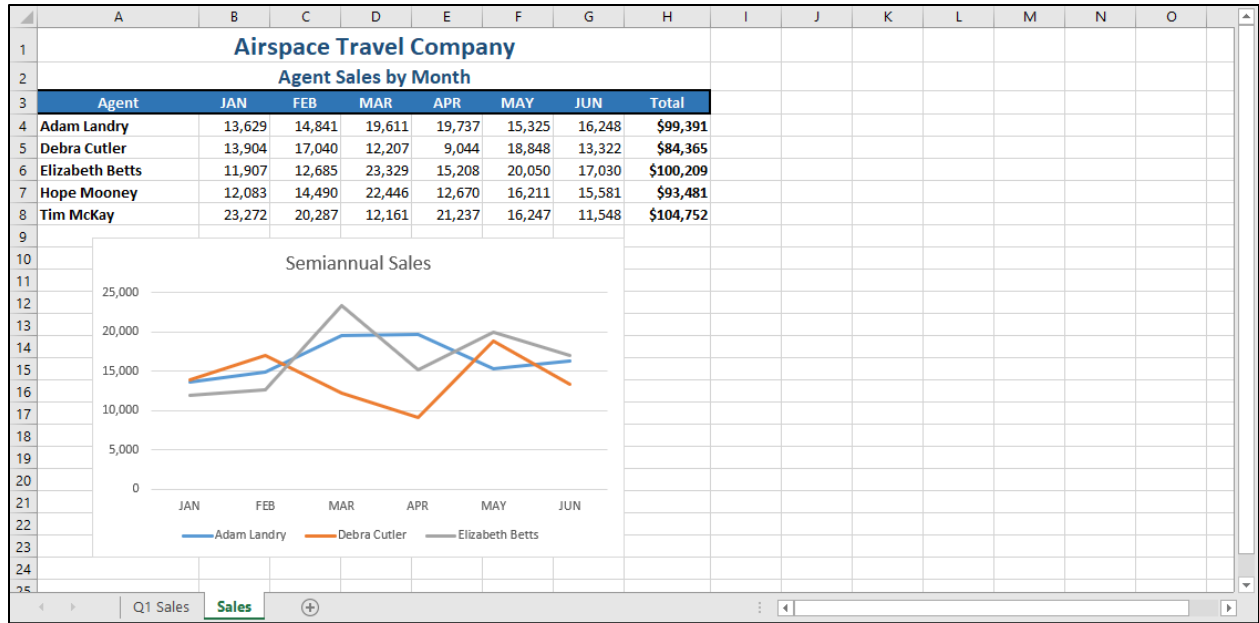


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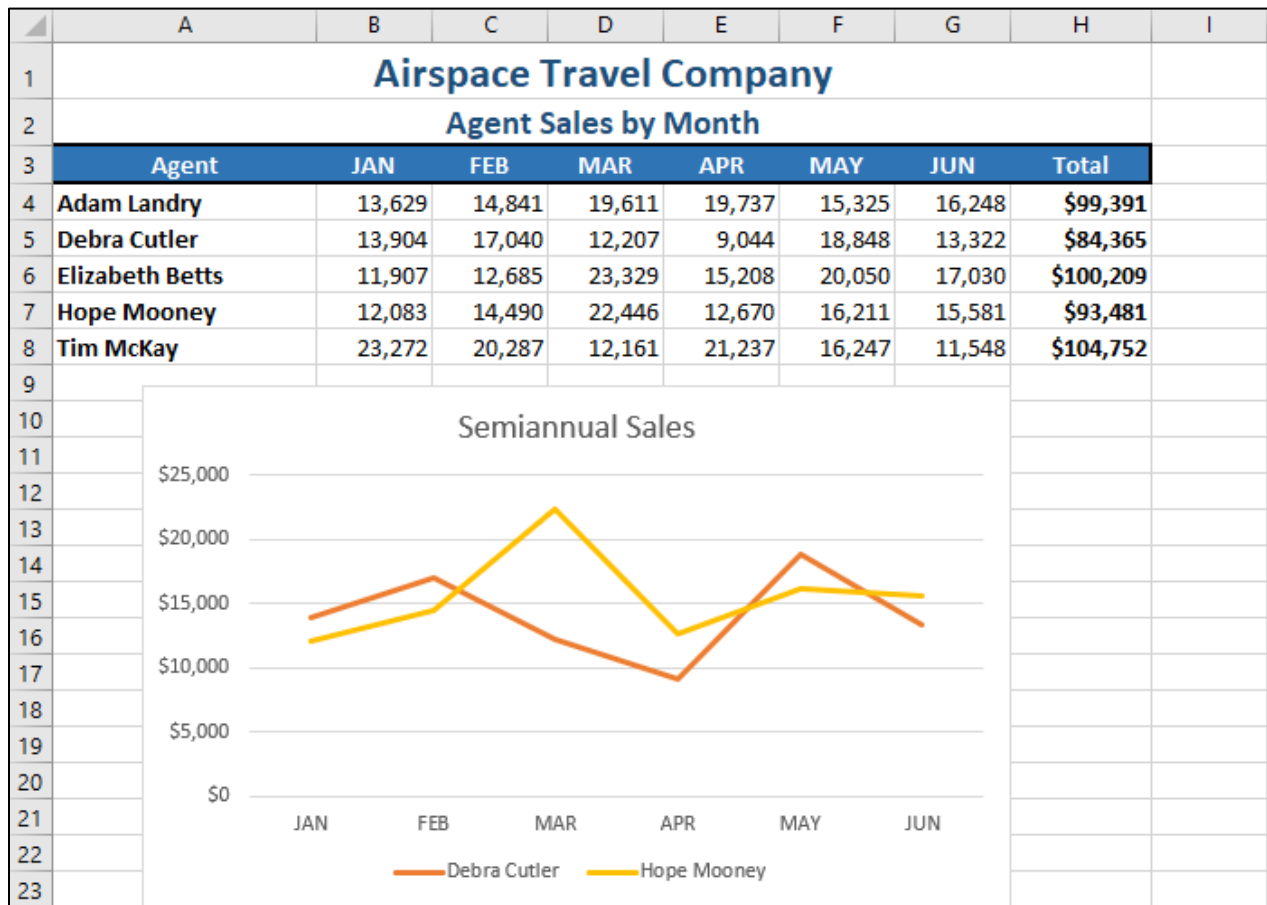


DYS E4-D4

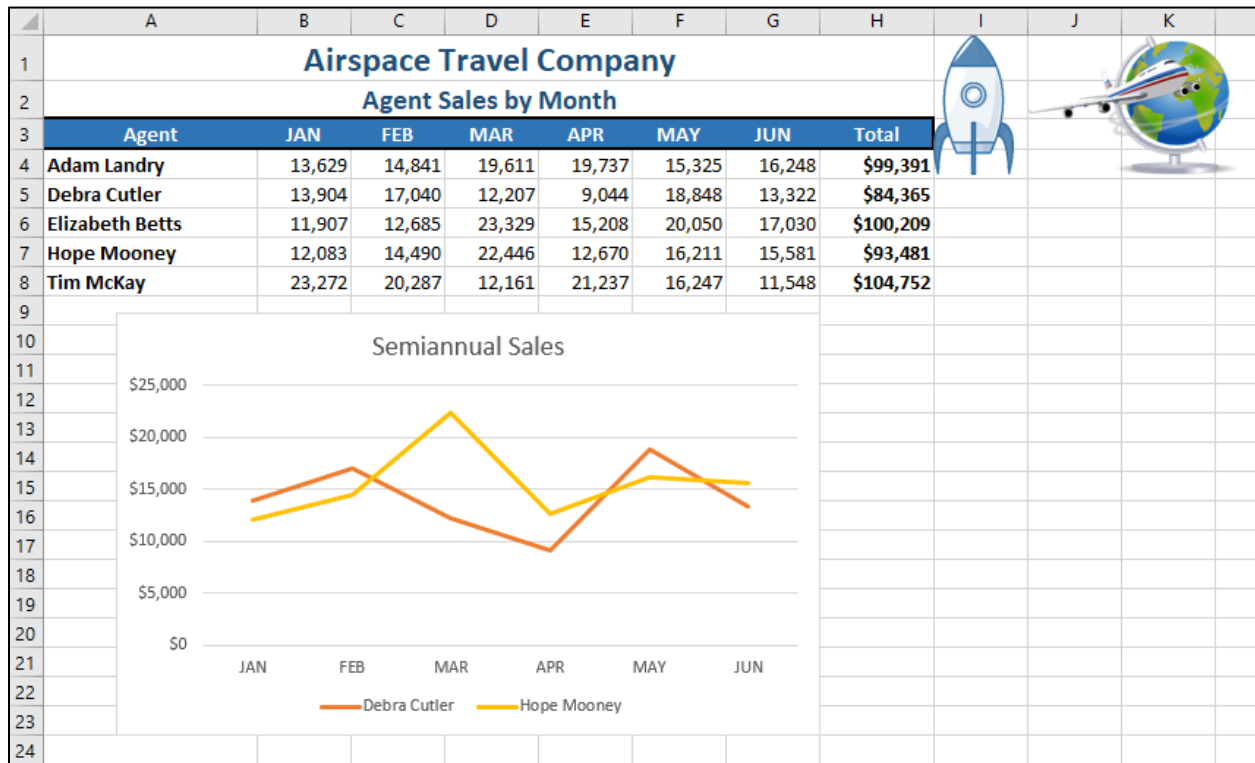




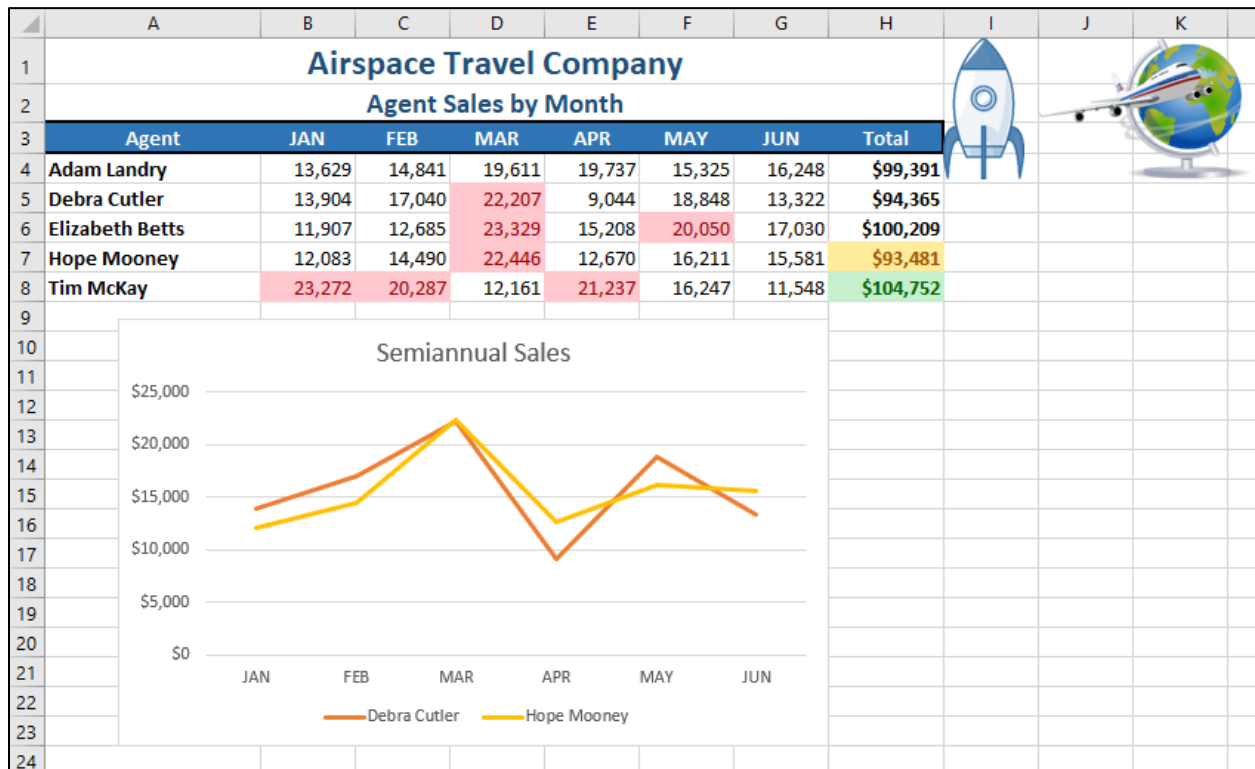
DYS E4-D5



DYS E4-D6



DYS E4-D7



Chapter 5: Tracking Customer Data

Develop Your Skills

DYS E5-D1

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Airspace Travel Company												
2	Bi-Weekly Payroll												
3	Period:												
4													
5	First Name	Last Name	Employee ID#	Location	Department	Hours	Rate	Commissions	Reg Hours	Reg Pay	OT Hours	OT Pay	Gross Pay
6													
7													
8													
9													
10													

Note: Two files are created, both of which are identical to the image above. One is a template file.

DYS E5-D2

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Airspace Travel Company												
2	Bi-Weekly Payroll												
3	Period:												
4													
5	First Name	Last Name	Employee ID#	Location	Department	Hours	Rate	Commissions	Reg Hours	Reg Pay	OT Hours	OT Pay	Gross Pay
6	Adam	Landry	20177	Toronto	Sales	28	13.5	300					
7	Debra	Cutler	14155	Toronto	Sales	44	20	1148					
8	Elizabeth	Betts	17416	Toronto	Sales	31	22	520					
9	Hope	Mooney	14661	Toronto	Sales	28	20	480					
10	Tim	McKay	19191	Toronto	Sales	41	16	229					
11	Jaime	Burgess	16340	New York	Management	36	20	0					
12	Ashley	Bradford	17571	Miami	Administration	42	17.75	0					
13	Deborah	Secrett	16735	Miami	Administration	38	20	0					
14	Steven	Samuel	15563	Miami	Sales	36	14	1057					
15	Timothy	Zaghit	17552	Vancouver	Sales	39	14	1036					
16	Adel	Kahlmeier	13089	Miami	Administration	32	16	0					
17	John	Currie	13434	Toronto	Sales	44	19	377					
18	Sonny	Nguyen	14792	Vancouver	Administration	44	16.5	0					
19	Carol	Gregory	16688	Los Angeles	Management	40	31	0					
20	Natasha	Dyas	16054	Toronto	Administration	39	13	0					
21	James	Norman	13733	Miami	Management	28	36	0					
22	Joshua	Garcia	21620	Toronto	Administration	29	15	0					
23	Sarah	Mckinnon	13041	New York	Sales	48	17	906					
24	Shannon	Miller	20162	Vancouver	Management	42	27	0					
25	Katrina	Kormylo	15750	Vancouver	Administration	36	16	0					
26	Susan	Colley	21580	Vancouver	Sales	38	13	355					
27	William	Emerson	17371	Miami	Sales	35	24	917					
28	Eugene	Fink	14578	New York	Administration	36	20	0					
29	Karen	Ablitt	21810	Toronto	Administration	35	20	0					
30	Dave	Martin	13901	Vancouver	Sales	25	17	472					
31	Brett	Aberle	22113	Miami	Administration	44	12.75	0					
32	Nygel	VanDyke	15690	New York	Administration	31	19	0					
33	Kristen	Chambers	17641	New York	Sales	46	15	514					
34	Melissa	Coelho	21635	Miami	Management	26	30	0					
35	Terrence	King	14767	New York	Sales	30	20	1151					
36	Cherry	Lewis	17053	Vancouver	Management	20	20	0					

Note: Not all data is shown in the image.

DYS E5-D3

	A	B	C	D	E	F	G	H	I	J	K	L
1	Airspace Travel Company											
2	Bi-Weekly Payroll											
3	Period:											
4												
5	First Name	Last Name	Employee ID#	Location	Department	Hours	Rate	Commissions	Reg Hours	Reg Pay	OT Hours	OT Pay
6	Jasmin	Newton	13651	Los Angeles	Administration	34	17	0				
7	Tim	Parker	17232	Los Angeles	Administration	27	13	0				
8	Carol	Gregory	16688	Los Angeles	Management	40	31	0				
9	Kobe	Curry	20303	Los Angeles	Sales	36	21.5	594				
10	Tracy	Bryant	14917	Los Angeles	Sales	30	15	988				
11	Cam	Owens	22404	Los Angeles	Sales	47	20	1104				
12	Ashley	Bradford	17571	Miami	Administration	42	17.75	0				
13	Deborah	Secrett	16735	Miami	Administration	38	20	0				
14	Adel	Kahlmeier	13089	Miami	Administration	32	16	0				
15	Brett	Aberle	22113	Miami	Administration	44	12.75	0				
16	Tony	Duncan	12743	Miami	Administration	25	15	0				
17	James	Norman	13733	Miami	Management	28	36	0				
18	Melissa	Coelho	21635	Miami	Management	26	30	0				
19	Sophia	Maria	13365	Miami	Management	40	38	0				
20	Steven	Samuel	15563	Miami	Sales	36	14	1057				
21	William	Emerson	17371	Miami	Sales	35	24	917				
22	Rosa	Cerqueira	23236	Miami	Sales	27	14	486				
23	Samantha	Langley	15332	Miami	Sales	45	14	880				
24	LeBron	Carter	14398	Miami	Sales	44	19	682				
25	Cassie	Temple	19657	Miami	Sales	46	14	750				
26	Alexander	Robertson	12446	Miami	Sales	49	14.5	299				
27	Robert	VanDorf	12651	Miami	Sales	43	20	1196				
28	Justin	Carson	20368	Miami	Sales	34	15	609				
29	Eugene	Fink	14578	New York	Administration	36	20	0				
30	Nygel	VanDyke	15690	New York	Administration	31	19	0				
31	Aaron	Smith	18226	New York	Administration	46	16	0				
32	Jaime	Burgess	16340	New York	Management	36	20	0				
33	Shaq	McGrady	15695	New York	Management	38	20	0				
34	Sarah	Mckinnon	13041	New York	Sales	48	17	906				
35	Kristen	Chambers	17641	New York	Sales	46	15	514				
36	Terrence	King	14767	New York	Sales	30	20	1151				
37	Lorraine	Martine	12731	New York	Sales	43	16	631				
38	Natasha	Dyas	16054	Toronto	Administration	39	13	0				
39	Joshua	Garcia	21620	Toronto	Administration	29	15	0				

Note: Not all data is shown in the image.

DYS E5-D4

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Airspace Travel Company												
2	Bi-Weekly Payroll												
3	Period:												
4													
5	First Name	Last Name	Employee ID#	Location	Department	Hours	Rate	Commissions	Reg Hours	Reg Pay	OT Hours	OT Pay	Gross Pay
6	Jasmin	Newton	13651	Los Angeles	Administration	34	17	0	34	578	0	0	\$578.00
7	Tim	Parker	17232	Los Angeles	Administration	27	13	0	27	351	0	0	\$351.00
8	Carol	Gregory	16688	Los Angeles	Management	40	31	0	40	1240	0	0	\$1,240.00
9	Kobe	Curry	20303	Los Angeles	Sales	36	21.5	594	36	774	0	0	\$1,368.00
10	Tracy	Bryant	14917	Los Angeles	Sales	30	15	988	30	450	0	0	\$1,438.00
11	Cam	Owens	22404	Los Angeles	Sales	47	20	1104	40	800	7	210	\$2,114.00
12	Ashley	Bradford	17571	Miami	Administration	42	17.75	0	40	710	2	53.25	\$763.25
13	Deborah	Secrett	16735	Miami	Administration	38	20	0	38	760	0	0	\$760.00
14	Adel	Kahlmeier	13089	Miami	Administration	32	16	0	32	512	0	0	\$512.00
15	Brett	Aberle	22113	Miami	Administration	44	12.75	0	40	510	4	76.5	\$586.50
16	Tony	Duncan	12743	Miami	Administration	25	15	0	25	375	0	0	\$375.00
17	James	Norman	13733	Miami	Management	28	36	0	28	1008	0	0	\$1,008.00
18	Melissa	Coelho	21635	Miami	Management	26	30	0	26	780	0	0	\$780.00
19	Sophia	Maria	13365	Miami	Management	40	38	0	40	1520	0	0	\$1,520.00
20	Steven	Samuel	15563	Miami	Sales	36	14	1057	36	504	0	0	\$1,561.00
21	William	Emerson	17371	Miami	Sales	35	24	917	35	840	0	0	\$1,757.00
22	Rosa	Cerqueira	23236	Miami	Sales	27	14	486	27	378	0	0	\$864.00
23	Samantha	Langley	15332	Miami	Sales	45	14	880	40	560	5	105	\$1,545.00
24	LeBron	Carter	14398	Miami	Sales	44	19	682	40	760	4	114	\$1,556.00
25	Cassie	Temple	19657	Miami	Sales	46	14	750	40	560	6	126	\$1,436.00
26	Alexander	Robertson	12446	Miami	Sales	49	14.5	299	40	580	9	195.75	\$1,074.75
27	Robert	VanDerf	12651	Miami	Sales	43	20	1196	40	800	3	90	\$2,086.00
28	Justin	Carson	20368	Miami	Sales	34	15	609	34	510	0	0	\$1,119.00
29	Eugene	Fink	14578	New York	Administration	36	20	0	36	720	0	0	\$720.00
30	Nygel	VanDyke	15690	New York	Administration	31	19	0	31	589	0	0	\$589.00
31	Aaron	Smith	18226	New York	Administration	46	16	0	40	640	6	144	\$784.00
32	Jaime	Burgess	16340	New York	Management	36	20	0	36	720	0	0	\$720.00
33	Shaq	McGrady	15695	New York	Management	38	20	0	38	760	0	0	\$760.00
34	Sarah	Mckinnon	13041	New York	Sales	48	17	906	40	680	8	204	\$1,790.00
35	Kristen	Chambers	17641	New York	Sales	46	15	514	40	600	6	135	\$1,249.00
36	Terrence	King	14767	New York	Sales	30	20	1151	30	600	0	0	\$1,751.00

Note: Not all data is shown in the image.

DYS E5-D5

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Airspace Travel Company												
2	Bi-Weekly Payroll												
3	Period:												
4													
5	First Name	Last Name	Employee ID#	Location	Department	Hours	Rate	Commissions	Reg Hours	Reg Pay	OT Hours	OT Pay	Gross Pay
6	Jasmin	Newton	13651	Los Angeles	Administration	34	17	0	34	578	0	0	\$578.00
7	Tim	Parker	17232	Los Angeles	Administration	27	13	0	27	351	0	0	\$351.00
8	Carol	Gregory	16688	Los Angeles	Management	40	31	0	40	1240	0	0	\$1,240.00
9	Kobe	Curry	20303	Los Angeles	Sales	36	21.5	594	36	774	0	0	\$1,368.00
10	Tracy	Bryant	14917	Los Angeles	Sales	30	15	988	30	450	0	0	\$1,438.00
11	Cam	Owens	22404	Los Angeles	Sales	47	20	1104	40	800	7	210	\$2,114.00
12	Ashley	Bradford	17571	Miami	Administration	42	17.75	0	40	710	2	53.25	\$763.25
13	Deborah	Secrett	16735	Miami	Administration	38	20	0	38	760	0	0	\$760.00
14	Adel	Kahlmeier	13089	Miami	Administration	32	16	0	32	512	0	0	\$512.00
15	Brett	Aberle	22113	Miami	Administration	44	12.75	0	40	510	4	76.5	\$586.50
16	Tony	Duncan	12743	Miami	Administration	25	15	0	25	375	0	0	\$375.00
17	James	Norman	13733	Miami	Management	28	36	0	28	1008	0	0	\$1,008.00
18	Melissa	Coelho	21635	Miami	Management	26	30	0	26	780	0	0	\$780.00
19	Sophia	Maria	13365	Miami	Management	40	38	0	40	1520	0	0	\$1,520.00
20	Steven	Samuel	15563	Miami	Sales	36	14	1057	36	504	0	0	\$1,561.00
21	William	Emerson	17371	Miami	Sales	35	24	917	35	840	0	0	\$1,757.00
22	Rosa	Cerqueira	23236	Miami	Sales	27	14	486	27	378	0	0	\$864.00
23	Samantha	Langley	15332	Miami	Sales	45	14	880	40	560	5	105	\$1,545.00
24	LeBron	Carter	14398	Miami	Sales	44	19	682	40	760	4	114	\$1,556.00
25	Cassie	Temple	19657	Miami	Sales	46	14	750	40	560	6	126	\$1,436.00
26	Alexander	Robertson	12446	Miami	Sales	49	14.5	299	40	580	9	195.75	\$1,074.75
27	Robert	VanDerf	12651	Miami	Sales	43	20	1196	40	800	3	90	\$2,086.00
28	Justin	Carson	20368	Miami	Sales	34	15	609	34	510	0	0	\$1,119.00
29	Eugene	Fink	14578	New York	Administration	36	20	0	36	720	0	0	\$720.00
30	Nygel	VanDyke	15690	New York	Administration	31	19	0	31	589	0	0	\$589.00
31	Aaron	Smith	18226	New York	Administration	46	16	0	40	640	6	144	\$784.00
32	Jaime	Burgess	16340	New York	Management	36	20	0	36	720	0	0	\$720.00
33	Shaq	McGrady	15695	New York	Management	38	20	0	38	760	0	0	\$760.00
34	Sarah	Mckinnon	13041	New York	Sales	48	17	906	40	680	8	204	\$1,790.00
35	Kristen	Chambers	17641	New York	Sales	46	15	514	40	600	6	135	\$1,249.00
36	Terrence	King	14767	New York	Sales	30	20	1151	30	600	0	0	\$1,751.00

Note: The image is identical to DYS E5-D4—only the data validation has changed.

DYS E5-D6

E5-D6-PayrollIP17 SOL				1				3/11/2019				
Airspace Travel Company												
Bi-Weekly Payroll												
Period:												
First Name	Last Name	Employee ID#	Location	Department	Hours	Rate	Commissions	Reg Hours	Reg Pay	OT Hours	OT Pay	Gross Pay
Jasmin	Newton	13651	Los Angeles	Administration	34	17	0	34	578	0	0	\$578.00
Tim	Parker	17232	Los Angeles	Administration	27	13	0	27	351	0	0	\$351.00
Carol	Gregory	16688	Los Angeles	Management	40	31	0	40	1240	0	0	\$1,240.00
Kobe	Curry	20303	Los Angeles	Sales	36	21.5	594	36	774	0	0	\$1,368.00
Tracy	Bryant	14917	Los Angeles	Sales	30	15	988	30	450	0	0	\$1,438.00
Cam	Owens	22404	Los Angeles	Sales	47	20	1104	40	800	7	210	\$2,114.00

Note: Not all data is shown in the image.

DYS E5-D7

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Airspace Travel Company												
2	Bi-Weekly Payroll												
3	Period:												
4													
5	First Nam	Last Nam	Employee ID	Location	Department	Hours	Rate	Commission	Reg Hour	Reg Pa	OT Hour	OT Pa	Gross Pa
9	Kobe	Curry	20303	Los Angeles	Sales	36	21.5	594	36	774	0	0	\$1,368.00
10	Tracy	Bryant	14917	Los Angeles	Sales	30	15	988	30	450	0	0	\$1,438.00
11	Cam	Owens	22404	Los Angeles	Sales	47	20	1104	40	800	7	210	\$2,114.00
20	Steven	Samuel	15563	Miami	Sales	36	14	1057	36	504	0	0	\$1,561.00
21	William	Emerson	17371	Miami	Sales	35	24	917	35	840	0	0	\$1,757.00
22	Rosa	Cerqueira	23236	Miami	Sales	27	14	486	27	378	0	0	\$864.00
23	Samantha	Langley	15332	Miami	Sales	45	14	880	40	560	5	105	\$1,545.00
24	LeBron	Carter	14398	Miami	Sales	44	19	682	40	760	4	114	\$1,556.00
25	Cassie	Temple	19657	Miami	Sales	46	14	750	40	560	6	126	\$1,436.00
26	Alexander	Robertson	12446	Miami	Sales	49	14.5	299	40	580	9	195.75	\$1,074.75
27	Robert	VanDerf	12651	Miami	Sales	43	20	1196	40	800	3	90	\$2,086.00
28	Justin	Carson	20368	Miami	Sales	34	15	609	34	510	0	0	\$1,119.00
34	Sarah	Mckinnon	13041	New York	Sales	48	17	906	40	680	8	204	\$1,790.00
35	Kristen	Chambers	17641	New York	Sales	46	15	514	40	600	6	135	\$1,249.00
36	Terrence	King	14767	New York	Sales	30	20	1151	30	600	0	0	\$1,751.00
37	Lorraine	Martine	12731	New York	Sales	43	16	631	40	640	3	72	\$1,343.00
44	Adam	Landry	20177	Toronto	Sales	28	14	300	28	392	0	0	\$692.00
45	Debra	Cutler	14155	Toronto	Sales	44	20	1148	40	800	4	120	\$2,068.00
46	Elizabeth	Betts	17416	Toronto	Sales	31	22	520	31	682	0	0	\$1,202.00
47	Hope	Mooney	14661	Toronto	Sales	28	20	480	28	560	0	0	\$1,040.00
48	Tim	McKay	19191	Toronto	Sales	41	16	229	40	640	1	24	\$893.00
49	John	Currie	13434	Toronto	Sales	44	19	377	40	760	4	114	\$1,251.00
50	Natalia	Gianguialano	22221	Toronto	Sales	37	14	802	37	518	0	0	\$1,320.00
51	Cynthia	Lambert	21851	Toronto	Sales	45	14	1139	40	560	5	105	\$1,804.00
58	Timothy	Zaghit	17552	Vancouver	Sales	39	14	1036	39	546	0	0	\$1,582.00
59	Susan	Colley	21580	Vancouver	Sales	38	14	355	38	532	0	0	\$887.00
60	Dave	Martin	13901	Vancouver	Sales	25	17	472	25	425	0	0	\$897.00
61	Vincent	James	17409	Vancouver	Sales	39	17.25	225	39	672.75	0	0	\$897.75
62	Stephen	O'Neal	15435	Vancouver	Sales	34	16	310	34	544	0	0	\$854.00
63	Jessica	Dekken	14787	Vancouver	Sales	40	17	802	40	680	0	0	\$1,482.00
64	Total					1152							\$40,921.50

Chapter 6: Advanced Workbook Formatting

Develop Your Skills

DYS E6-D1

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	LearnFast College														
2	Annual Performance Review														
3	2020														
4															
5	Student Enrollments			Grad Job Placements			Revenue			Expenses					
6		Current Year	Change		Current Year	Change		Current Year	Change		Current Year	Change		Current Year	Change
7	Q1	1248	0.014634	Q1	760	0.1875	Q1	2273665	-0.01049	Q1	2201029	0.029995			
8	Q2	1213	0.054783	Q2	783	-0.047445	Q2	2172500	0.101391	Q2	1971729	0.030522			
9	Q3	1377	-0.01643	Q3	626	0.3068894	Q3	2220988	0.137491	Q3	1912886	0.009994			
10	Q4	1385	0.00874	Q4	819	0.1296552	Q4	2457481	-0.08379	Q4	2150885	-0.01			
11	Total	5223	0.013584	Total	2988	0.1207802	Total	9124634	0.024659	Total	8236529	0.014748			
12															

DYS E6-D2

LearnFast College											
Annual Performance Review											
2020											
Student Enrollments			Grad Job Placements			Revenue		Expenses			
	Current Year	Change		Current Year	Change		Current Year	Change		Current Year	Change
Q1	1248	0.014634	Q1	760	0.1875	Q1	2273665	-0.01049	Q1	2201029	0.029995
Q2	1213	0.054783	Q2	783	-0.047445	Q2	2172500	0.101391	Q2	1971729	0.030522
Q3	1377	-0.01643	Q3	626	0.3068894	Q3	2220988	0.137491	Q3	1912886	0.009994
Q4	1385	0.00874	Q4	819	0.1296552	Q4	2457481	-0.08379	Q4	2150885	-0.01
Total	5223	0.013584	Total	2988	0.1207802	Total	9124634	0.024659	Total	8236529	0.014748

DYS E6-D3

LearnFast College											
Annual Performance Review											
2020											
Student Enrollments			Grad Job Placements			Revenue		Expenses			
	Current Year	Change		Current Year	Change		Current Year	Change		Current Year	Change
Q1	1248	0.014634	Q1	760	0.1875	Q1	2273665	-0.01049	Q1	2201029	0.029995
Q2	1213	0.054783	Q2	783	-0.047445	Q2	2172500	0.101391	Q2	1971729	0.030522
Q3	1377	-0.01643	Q3	626	0.3068894	Q3	2220988	0.137491	Q3	1912886	0.009994
Q4	1385	0.00874	Q4	819	0.1296552	Q4	2457481	-0.08379	Q4	2150885	-0.01
Total	5223	0.013584	Total	2988	0.1207802	Total	9124634	0.024659	Total	8236529	0.014748

DYS E6-D4

LearnFast College											
Annual Performance Review											
2020											
Student Enrollments			Grad Job Placements			Revenue		Expenses			
	Current Year	Change		Current Year	Change		Current Year	Change		Current Year	Change
Q1	1248	+1.46%	Q1	760	+18.75%	Q1	\$2,274K	-1.05%	Q1	\$2,201K	+3.00%
Q2	1213	+5.48%	Q2	783	-4.74%	Q2	\$2,173K	+10.14%	Q2	\$1,972K	+3.05%
Q3	1377	-1.64%	Q3	626	+30.69%	Q3	\$2,221K	+13.75%	Q3	\$1,913K	+1.00%
Q4	1385	+0.87%	Q4	819	+12.97%	Q4	\$2,457K	-8.38%	Q4	\$2,151K	-1.00%
Total	5223	+1.36%	Total	2988	+12.08%	Total	\$9,125K	+2.47%	Total	\$8,237K	+1.47%

DYS E6-D5

Add header

LearnFast College Annual Performance Review 2020											
Student Enrollments			Grad Job Placements			Revenue			Expenses		
	Current Year	Change		Current Year	Change		Current Year	Change		Current Year	Change
Q1	1248	+1.46%	Q1	760	+18.75%	Q1	\$2,274K	-1.05%	Q1	\$2,201K	+3.00%
Q2	1213	+5.48%	Q2	783	-4.74%	Q2	\$2,173K	+10.14%	Q2	\$1,972K	+3.05%
Q3	1377	-1.64%	Q3	626	+30.69%	Q3	\$2,221K	+13.75%	Q3	\$1,913K	+1.00%
Q4	1385	+0.87%	Q4	819	+12.97%	Q4	\$2,457K	-8.38%	Q4	\$2,151K	-1.00%
Total	5223	+1.36%	Total	2988	+12.08%	Total	\$9,125K	+2.47%	Total	\$8,237K	+1.47%

DYS E6-D6

Add header

LearnFast College Annual Performance Review 2020											
Student Enrollments			Grad Job Placements			Revenue			Expenses		
	Current Year	Change		Current Year	Change		Current Year	Change		Current Year	Change
Q1	1248	+1.46%	Q1	760	+18.75%	Q1	\$2,274K	-1.05%	Q1	\$2,201K	+3.00%
Q2	1213	+5.48%	Q2	783	-4.74%	Q2	\$2,173K	+10.14%	Q2	\$1,972K	+3.05%
Q3	1377	-1.64%	Q3	626	+30.69%	Q3	\$2,221K	+13.75%	Q3	\$1,913K	+1.00%
Q4	1385	+0.87%	Q4	819	+12.97%	Q4	\$2,457K	-8.38%	Q4	\$2,151K	-1.00%
Total	5223	+1.36%	Total	2988	+12.08%	Total	\$9,125K	+2.47%	Total	\$8,237K	+1.47%

Chapter 7: Advanced Workbook Formatting

Develop Your Skills

DYS E7-D1

	A	B	C	D	E	F
1	Airspace Travel Company					
2	Client Travel History					
3	First Name	Last Name	Customer Status	Customer Since	Last Travel Date	Last Contacted
4	Eric	Snow	Silver	9/7/2015	9/18/2015	5/15/2019
5	Alison	Lobosco	Gold	10/30/2012	12/4/2013	5/15/2019
6	Lacy	Henrich	Platinum	7/2/2012	5/23/2014	5/16/2019
7	Will	Johns	Bronze	1/2/2019	2/3/2019	5/15/2019
8	Nicki	Hollinger	Platinum	3/30/2010	1/9/2016	5/15/2019
9	Lennard	Williams	Bronze	5/20/2018	11/4/2018	5/17/2019
10	Kerri	Knechtel	Platinum	6/8/2011	12/24/2014	5/16/2019
11	Karynn	Alida	Bronze	12/17/2017	8/11/2018	5/16/2019
12	David	Monton	Gold	2/10/2013	10/24/2017	5/15/2019
13	Amanda	Campbell	Bronze	4/27/2019	4/30/2019	5/15/2019

DYS E7-D2

	A	B	C	D	E	F
1	Airspace Travel Company					
2	Client Travel History					
3	First Name	Last Name	Customer Status	Customer Since	Last Travel Date	Last Contacted
4	Eric	Snow	Silver	9/7/2015	9/18/2015	5/15/2019
5	Alison	Lobosco	Gold	10/30/2012	12/4/2013	5/15/2019
6	Lacy	Henrich	Platinum	7/2/2012	5/23/2014	5/16/2019
7	Will	Johns	Bronze	1/2/2019	2/3/2019	5/15/2019
8	Nicki	Hollinger	Platinum	3/30/2010	1/9/2016	5/15/2019
9	Lennard	Williams	Bronze	5/20/2018	11/4/2018	5/17/2019
10	Kerri	Knechtel	Platinum	6/8/2011	12/24/2014	5/16/2019
11	Karynn	Alida	Bronze	12/17/2017	8/11/2018	5/16/2019
12	David	Monton	Gold	2/10/2013	10/24/2017	5/15/2019
13	Amanda	Campbell	Bronze	4/27/2019	4/30/2019	5/15/2019

DYS E7-D3

	A	B	C	D	E	F
1	Airspace Travel Company					
2	Client Travel History					
3	As Of:		Monday, August 26, 2019			
4	First Name	Last Name	Customer Status	Customer Since	Last Travel Date	Last Contacted
5	Eric	Snow	Silver	9/7/2015	9/18/2015	5/15/2019
6	Alison	Lobosco	Gold	10/30/2012	12/4/2013	5/15/2019
7	Lacy	Henrich	Platinum	7/2/2012	5/23/2014	5/16/2019
8	Will	Johns	Bronze	1/2/2019	2/3/2019	5/15/2019
9	Nicki	Hollinger	Platinum	3/30/2010	1/9/2016	5/15/2019
10	Lennard	Williams	Bronze	5/20/2018	11/4/2018	5/17/2019
11	Kerri	Knechtel	Platinum	6/8/2011	12/24/2014	5/16/2019
12	Karynn	Alida	Bronze	12/17/2017	8/11/2018	5/16/2019
13	David	Monton	Gold	2/10/2013	10/24/2017	5/15/2019
14	Amanda	Campbell	Bronze	4/27/2019	4/30/2019	5/15/2019

DYS E7-D4

	A	B	C	D	E	F	G	H
1	Airspace Travel Company							
2	Client Travel History							
3	As Of:		Monday, August 26, 2019					
4	First Name	Last Name	Customer Status	Customer Since	Years of Loyalty	Last Travel Date	Days Since Travelled	Last Contacted
5	Eric	Snow	Silver	9/7/2015	4.0	9/18/2015	1438	5/15/2019
6	Alison	Lobosco	Gold	10/30/2012	6.8	12/4/2013	2091	5/15/2019
7	Lacy	Henrich	Platinum	7/2/2012	7.2	5/23/2014	1921	5/16/2019
8	Will	Johns	Bronze	1/2/2019	0.7	2/3/2019	204	5/15/2019
9	Nicki	Hollinger	Platinum	3/30/2010	9.4	1/9/2016	1325	5/15/2019
10	Lennard	Williams	Bronze	5/20/2018	1.3	11/4/2018	295	5/17/2019
11	Kerri	Knechtel	Platinum	6/8/2011	8.2	12/24/2014	1706	5/16/2019
12	Karynn	Alida	Bronze	12/17/2017	1.7	8/11/2018	380	5/16/2019
13	David	Monton	Gold	2/10/2013	6.5	10/24/2017	671	5/15/2019
14	Amanda	Campbell	Bronze	4/27/2019	0.3	4/30/2019	118	5/15/2019

DYS E7-D5

	A	B	C	D	E	F	G	H
1	Airspace Travel Company							
2	Client Travel History							
3	As Of:		Monday, August 26, 2019					
4	First Name	Last Name	Customer Status	Customer Since	Years of Loyalty	Last Travel Date	Days Since Travelled	Last Contacted
5	Eric	Snow	Silver	9/7/2015	☆ 4.0	9/18/2015	1438	5/15/2019
6	Alison	Lobosco	Gold	10/30/2012	★ 6.8	12/4/2013	2091	5/15/2019
7	Lacy	Henrich	Gold	7/2/2012	★ 7.2	5/23/2014	1921	5/16/2019
8	Will	Johns	Bronze	1/2/2019	☆ 0.7	2/3/2019	204	5/15/2019
9	Nicki	Hollinger	Platinum	3/30/2010	★ 9.4	1/9/2016	1325	5/15/2019
10	Lennard	Williams	Bronze	5/20/2018	☆ 1.3	11/4/2018	295	5/17/2019
11	Kerri	Knechtel	Platinum	6/8/2011	★ 8.2	12/24/2014	1706	5/16/2019
12	Karynn	Alida	Bronze	12/17/2017	☆ 1.7	8/11/2018	380	5/16/2019
13	David	Monton	Gold	2/10/2013	★ 6.5	10/24/2017	671	5/15/2019
14	Amanda	Campbell	Bronze	4/27/2019	☆ 0.3	4/30/2019	118	5/15/2019
15								
16								
17	Loyalty Program							
18	Silver		3					
19	Gold		5					
20								

Chapter 8: Financial Functions and What-If Analysis

Develop Your Skills

DYS E8-D1

	A	B	C	D	E
1	Airspace Travel Company				
2	New Office Space				
3					
4		Purchase Price:	\$650,000		
5		Down Payment:	\$100,000		
6		Loan Term (Months):	360		
7		Interest Rate (APR):	2.75%		
8		Loan Amount:	\$550,000		
9		Monthly Payment:	\$2,245.33		
10		Total Payments:	\$808,318		
11		Total Interest:	\$258,318		
12					
13					
14					
15					
16					
17					
18					
		Mortgage	Investment	Printer	Mortgage Variables

DYS E8-D2

	A	B	C	D	E	F
1	Airspace Travel Company					
2	Investment					
3						
4		Investment:	\$100,000			
5		Loan Term (Months):	120			
6		Interest Rate (APR):	6.50%			
7		Future Value:	\$191,218			
8		Monthly Investment:	\$200			
9		Future Value:	\$224,899			
10						
11						
12						
13						
14						
15						
16						
17						
18						
		Mortgage	Investment	Printer	Mortgage Variables	

DYS E8-D3

	A	B	C	D	E	F
1	Airspace Travel Company					
2	Printer Purchase					
3						
4		Purchase:	\$12,000			
5		Payments:	\$250			
6		Interest Rate (APR):	2.90%			
7		Loan Term (Months):	51			
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						

← → | Mortgage | Investment | **Printer** | Mortgage Variables

DYS E8-D4

	A	B	C	D	E	F	G	H	I	J	K
1	Airspace Travel Company										
2	New Office Space										
3	Rate:	2.75%									
4	Term:	360	Payments				Rate				
5	Loan:						2.25%	2.50%	2.75%	3.00%	
6	Loan Amount	\$500,000	\$2,041.21	Loan Amount	\$500,000	\$1,911.23	\$1,975.60	\$2,041.21	\$2,108.02		
7		\$550,000	\$2,245.33		\$550,000	\$2,102.35	\$2,173.16	\$2,245.33	\$2,318.82		
8		\$600,000	\$2,449.45		\$600,000	\$2,293.48	\$2,370.73	\$2,449.45	\$2,529.62		
9		\$650,000	\$2,653.57		\$650,000	\$2,484.60	\$2,568.29	\$2,653.57	\$2,740.43		
10		\$700,000	\$2,857.69		\$700,000	\$2,675.72	\$2,765.85	\$2,857.69	\$2,951.23		
11		\$750,000	\$3,061.81		\$750,000	\$2,866.85	\$2,963.41	\$3,061.81	\$3,162.03		
12											
13											
14											
15											
16											
17											
18											

← → | Mortgage | Investment | Printer | **Mortgage Variables** + ⋮ ←

DYS E8-D5

	A	B	C	D	E	F	G
1	Airspace Travel Company						
2	New Office Space						
3							
4		Purchase Price:	\$575,000				
5		Down Payment:	\$125,000				
6		Loan Term (Months):	300				
7		Interest Rate (APR):	2.40%				
8		Loan Amount:	\$450,000				
9		Monthly Payment:	\$1,996.19				
10		Total Payments:	\$598,856				
11		Total Interest:	\$148,856				
12							
13							
14							
15							
16							
17							
18							
19							
20							

Scenario Summary **Mortgage** Investment Printer Mortgage \ ...

		A	B	C	D	E	F	G	H
1		Scenario Summary							
2						Current Values:	Best	Worst	Most Likely
3		Changing Cells:							
4		Purchase_Price	\$575,000	\$575,000	\$690,000	\$640,000			
5		Down_Payment	\$125,000	\$125,000	\$75,000	\$90,000			
6		Loan_Term_Months	300	300	420	360			
7		Interest_Rate_APR	2.40%	2.40%	2.99%	2.69%			
8		Result Cells:							
9		Loan_Amount	\$450,000	\$450,000	\$615,000	\$550,000			
10		Monthly_Payment	\$1,996.19	\$1,996.19	\$2,363.40	\$2,227.89			
11		Total_Payments	\$598,856	\$598,856	\$992,627	\$802,039			
12		Total_Interest	\$148,856	\$148,856	\$377,627	\$252,039			
13		Notes: Current Values column represents values of changing cells at time Scenario Summary Report was created. Changing cells for each scenario are highlighted in gray.							
14									
15									
16									
17									
18									
19									
20									

Scenario Summary **Mortgage** Investment Printer Mortgage \ ...

DYS E8-D6

	A	B	C	D	E	F
1	Airspace Travel Company					
2	Printer Purchase					
3						
4	Purchase:		\$12,000			
5	Payments:		\$265.08			
6	Interest Rate (APR):		2.90%			
7	Loan Term (Months):		48			
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
		Scenario Summary	Mortgage	Investment	Printer	

Chapter 9: Text and Conditional Functions, and Formula Auditing

Develop Your Skills

DYS E9-D1

	A	B	C	D	E	F	G	H	I
1	Airspace Travel Company								
2	July Sales Results								
3									
4	First Name	Last Name	Employee ID#	Email	Location	Position	Target	Sales	Commissions
5	Amir	Johnson	#12446	A.Johnson@airspace.com	Miami	Agent	\$ 5,000	\$ 5,083	\$ 299
6	Robert	Derf	#12651	R.Derf@airspace.com	Miami	Agent	10,000	13,156	1,196
7	Lorraine	Martine	#12731	L.Martine@airspace.com	New York	Agent	10,000	10,096	631
8	Sarah	Goldman	#13041	S.Goldman@airspace.com	New York	Manager	12,000	12,684	906
9	Simran	Singh	#13434	S.Singh@airspace.com	Toronto	Agent	5,000	5,655	377
10	Dave	Martin	#13901	D.Martin@airspace.com	Vancouver	Manager	10,000	7,552	472
11	Debra	Cutler	#14155	D.Cutler@airspace.com	Toronto	Agent	15,000	20,664	1,148
12	Lebron	Carter	#14398	L.Carter@airspace.com	Miami	Manager	12,000	13,640	682
13	Hope	Mooney	#14661	H.Mooney@airspace.com	Toronto	Manager	10,000	8,640	480
14	Terrence	King	#14767	T.King@airspace.com	New York	Manager	25,000	21,869	1,151
15	Tracy	Bryant	#14917	T.Bryant@airspace.com	Los Angeles	Agent	12,000	15,808	988
16	Samantha	Langley	#15332	S.Langley@airspace.com	Miami	Agent	15,000	13,200	880
17	Stephen	Neal	#15435	S.Neal@airspace.com	Vancouver	Manager	5,000	6,200	310
18	Steven	Samuel	#15563	S.Samuel@airspace.com	Miami	Agent	20,000	14,798	1,057
19	William	Emerson	#17371	W.Emerson@airspace.com	Miami	Manager	10,000	9,170	917
20	Justin	James	#17409	J.James@airspace.com	Vancouver	Agent	None	3,375	225
21	Elizabeth	Betts	#17416	E.Betts@airspace.com	Toronto	Agent	5,000	6,760	520
22	Timothy	Zaghit	#17552	T.Zaghit@airspace.com	Vancouver	Manager	20,000	19,684	1,036
23	Kristen	Chambers	#17641	K.Chambers@airspace.com	New York	Agent	10,000	10,280	514
24	Tim	Mckay	#19191	T.Mckay@airspace.com	Toronto	Manager	4,000	4,351	229
25	Cassie	Temple	#19657	C.Temple@airspace.com	Miami	Agent	8,000	8,250	750
26	Adam	Landry	#20177	A.Landry@airspace.com	Toronto	Manager	5,000	5,400	300
27	Kobe	Curry	#20303	K.Curry@airspace.com	Los Angeles	Manager	10,000	10,098	594
28	Justin	Carson	#20368	J.Carson@airspace.com	Miami	Manager	10,000	9,744	609
29	Susan	Colley	#21580	S.Colley@airspace.com	Vancouver	Agent	6,000	6,035	355
30	Cynthia	Lambert	#21851	C.Lambert@airspace.com	Toronto	Agent	10,000	21,641	1,139
31	Natalia	Gianguialano	#22221	N.Gianguialano@airspace.com	Toronto	Manager	12,000	12,832	802
32	Cam	Owens	#22404	C.Owens@airspace.com	Los Angeles	Agent	25,000	22,080	1,104
33	Rosa	Cerqueira	#23236	R.Cerqueira@airspace.com	Miami	Manager	8,000	8,748	486

Note: only the part of the screen where learners are working is shown.

DYS E9-D2

K		L	
July Sales Summary			
Description	Amount		
Miami Employees	9		
Miami Employee Commissions	\$6,876		
Miami Average Sales	\$10,643		
Miami Employees - Sales >\$10,000	4		
Toronto Employees - Sales >\$10,000	3		
Miami Mgr Comm's - Sales <\$10,000	\$2,012		
July Totals			
Description	Amount		
Total Sales			
Total Commissions			

Note: Only the part of the screen where you are working is shown.

DYS E9-D3

	A	B	C	D	E	F	G	H	I	J
1	Airspace Travel Company									
2	July Sales Results									
3										
4	First Name	Last Name	Employee ID#	Email	Location	Position	Target	Sales	Commissions	Bonus
5	Amir	Johnson	#12446	A.Johnson@airspace	Miami	Sales Rep	\$ 5,000	\$ 5,083	\$ 299	\$ 101.66
6	Robert	Derf	#12651	R.Derf@airspace	Miami	Sales Rep	10,000	13,156	1,196	\$ 131.56
7	Lorraine	Martine	#12731	L.Martine@airspace	New York	Sales Rep	10,000	10,096	631	\$ 201.92
8	Sarah	Goldman	#13041	S.Goldman@airspace	New York	Sales Director	12,000	12,684	906	\$ 253.68
9	Simran	Singh	#13434	S.Singh@airspace	Toronto	Sales Rep	5,000	5,655	377	\$ 113.10
10	Dave	Martin	#13901	D.Martin@airspace	Vancouver	Sales Director	10,000	7,552	472	\$ -
11	Debra	Cutler	#14155	D.Cutler@airspace	Toronto	Sales Rep	15,000	20,664	1,148	\$ 206.64
12	Lebron	Carter	#14398	L.Carter@airspace	Miami	Sales Director	12,000	13,640	682	\$ 272.80
13	Hope	Mooney	#14661	H.Mooney@airspace	Toronto	Sales Director	10,000	8,640	480	\$ -
14	Terrence	King	#14767	T.King@airspace	New York	Sales Director	25,000	21,869	1,151	\$ -
15	Tracy	Bryant	#14917	T.Bryant@airspace	Los Angeles	Sales Rep	12,000	15,808	988	\$ 316.16
16	Samantha	Langley	#15332	S.Langley@airspace	Miami	Sales Rep	15,000	13,200	880	\$ -
17	Stephen	Neal	#15435	S.Neal@airspace	Vancouver	Sales Director	5,000	6,200	310	\$ 124.00
18	Steven	Samuel	#15563	S.Samuel@airspace	Miami	Sales Rep	20,000	14,798	1,057	\$ -
19	William	Emerson	#17371	W.Emerson@airspace	Miami	Sales Director	10,000	9,170	917	\$ -
20	Justin	James	#17409	J.James@airspace	Vancouver	Sales Rep	None	3,375	225	\$ -
21	Elizabeth	Betts	#17416	E.Betts@airspace	Toronto	Sales Rep	5,000	6,760	520	\$ 135.20
22	Timothy	Zaghit	#17552	T.Zaghit@airspace	Vancouver	Sales Director	20,000	19,684	1,036	\$ -
23	Kristen	Chambers	#17641	K.Chambers@airspace	New York	Sales Rep	10,000	10,280	514	\$ 205.60
24	Tim	Mckay	#19191	T.Mckay@airspace	Toronto	Sales Director	4,000	4,351	229	\$ 87.02
25	Cassie	Temple	#19657	C.Temple@airspace	Miami	Sales Rep	8,000	8,250	750	\$ 165.00
26	Adam	Landry	#20177	A.Landry@airspace	Toronto	Sales Director	5,000	5,400	300	\$ 108.00
27	Kobe	Curry	#20303	K.Curry@airspace	Los Angeles	Sales Director	10,000	10,098	594	\$ 201.96
28	Justin	Carson	#20368	J.Carson@airspace	Miami	Sales Director	10,000	9,744	609	\$ -
29	Susan	Colley	#21580	S.Colley@airspace	Vancouver	Sales Rep	6,000	6,035	355	\$ 120.70
30	Cynthia	Lambert	#21851	C.Lambert@airspace	Toronto	Sales Rep	10,000	21,641	1,139	\$ 216.41
31	Natalia	Giangualano	#22221	N.Giangualano@airspace	Toronto	Sales Director	12,000	12,832	802	\$ 256.64
32	Cam	Owens	#22404	C.Owens@airspace	Los Angeles	Sales Rep	25,000	22,080	1,104	\$ -
33	Rosa	Cerqueira	#23236	R.Cerqueira@airspace	Miami	Sales Director	8,000	8,748	486	\$ 174.96

Note: Only the part of the screen where you are working is shown.

DYS E9-D4

L	M
August Sales Summary	
Description	Amount
Miami Employees	9
Miami Employee Commissions	\$8,390
Miami Average Sales	\$10,890
Miami Employees - Sales >\$10,000	4
Toronto Employees - Sales >\$10,000	4
Miami Mgr Comm's - Sales <\$10,000	\$2,427
August Totals	
Description	Amount
Total Sales	\$ 319,535
Total Commissions	\$ 23,574
Total Bonus	\$ 3,227
Total Paid Out	\$ 26,801
Total Paid Out as % of Sales	8%

Note: Only the part of the screen where you are working is shown.

DYS E9-D5

	A	B	C	D	E	F	G	H	I
1	Airspace Travel Company								
2	Quarter 3 Sales Results								
3									
4	First Name	Last Name	Employee ID#	Email	Location	Position	Target	Sales	Commissions
5	Amir	Johnson	#12446	A.Johnson@airs	Miami	Sales Rep	\$ 15,000	\$ 16,113	\$ 1,322
6	Robert	Derf	#12651	R.Derf@airs	Miami	Sales Rep	\$ 30,000	\$ 36,837	\$ 4,425
7	Lorraine	Martine	#12731	L.Martine@airs	New York	Sales Rep	\$ 30,000	\$ 33,317	\$ 2,069
8	Sarah	Goldman	#13041	S.Goldman@airs	New York	Sales Director	\$ 36,000	\$ 40,588	\$ 2,465
9	Simran	Singh	#13434	S.Singh@airs	Toronto	Sales Rep	\$ 15,000	\$ 15,099	\$ 1,368
10	Dave	Martin	#13901	D.Martin@airs	Vancouver	Sales Director	\$ 30,000	\$ 23,185	\$ 1,950
11	Debra	Cutler	#14155	D.Cutler@airs	Toronto	Sales Rep	\$ 45,000	\$ 55,793	\$ 4,718
12	Lebron	Carter	#14398	L.Carter@airs	Miami	Sales Director	\$ 36,000	\$ 39,556	\$ 2,905
13	Hope	Mooney	#14661	H.Mooney@airs	Toronto	Sales Director	\$ 30,000	\$ 27,907	\$ 1,522
14	Terrence	King	#14767	T.King@airs	New York	Sales Director	\$ 75,000	\$ 64,295	\$ 3,027
15	Tracy	Bryant	#14917	T.Bryant@airs	Los Angeles	Sales Rep	\$ 36,000	\$ 38,888	\$ 4,120
16	Samantha	Langley	#15332	S.Langley@airs	Miami	Sales Rep	\$ 45,000	\$ 42,108	\$ 2,499
17	Stephen	Neal	#15435	S.Neal@airs	Vancouver	Sales Director	\$ 15,000	\$ 19,096	\$ 936
18	Steven	Samuel	#15563	S.Samuel@airs	Miami	Sales Rep	\$ 60,000	\$ 46,614	\$ 3,806
19	William	Emerson	#17371	W.Emerson@airs	Miami	Sales Director	\$ 30,000	\$ 28,427	\$ 2,550
20	Justin	James	#17409	J.James@airs	Vancouver	Sales Rep	\$ -	\$ 10,429	\$ 803
21	Elizabeth	Betts	#17416	E.Betts@airs	Toronto	Sales Rep	\$ 15,000	\$ 22,173	\$ 2,220
22	Timothy	Zaghit	#17552	T.Zaghit@airs	Vancouver	Sales Director	\$ 60,000	\$ 61,217	\$ 3,470
23	Kristen	Chambers	#17641	K.Chambers@airs	New York	Sales Rep	\$ 30,000	\$ 34,130	\$ 1,583
24	Tim	Mckay	#19191	T.Mckay@airs	Toronto	Sales Director	\$ 12,000	\$ 13,880	\$ 987
25	Cassie	Temple	#19657	C.Temple@airs	Miami	Sales Rep	\$ 24,000	\$ 26,648	\$ 2,221
26	Adam	Landry	#20177	A.Landry@airs	Toronto	Sales Director	\$ 15,000	\$ 14,094	\$ 1,026
27	Kobe	Curry	#20303	K.Curry@airs	Los Angeles	Sales Director	\$ 30,000	\$ 28,073	\$ 1,610
28	Justin	Carson	#20368	J.Carson@airs	Miami	Sales Director	\$ 30,000	\$ 25,139	\$ 2,345
29	Susan	Colley	#21580	S.Colley@airs	Vancouver	Sales Rep	\$ 18,000	\$ 16,959	\$ 1,449
30	Cynthia	Lambert	#21851	C.Lambert@airs	Toronto	Sales Rep	\$ 30,000	\$ 62,542	\$ 4,077
31	Natalia	Gianguialano	#22221	N.Gianguialano@airs	Toronto	Sales Director	\$ 36,000	\$ 37,598	\$ 3,393
32	Cam	Owens	#22404	C.Owens@airs	Los Angeles	Sales Rep	\$ 75,000	\$ 59,174	\$ 3,886
33	Rosa	Cerqueira	#23236	R.Cerqueira@airs	Miami	Sales Director	\$ 24,000	\$ 27,294	\$ 2,139
34									
35									
36									
37									
38									
	Jul Sales		Aug Sales		Sept Sales		Q3 Sales Summary		

Chapter 10: Lookup Functions and Outlines

Develop Your Skills

DYS E10-D1

	A	B	C	D	E	F	G	H
1	LearnFast College							
2	Employee Database							
3								
4	Employee Ext. Lookup							
5	Name:	Patty Mills	Ext:	x227				
6								
7	Name	ID#	Ext.	Location	Position	Salary	Tax Rate	
8	Ed Neal	#2318	x222	St. Thomas	Instructor	\$46,000	34.0%	
9	James Ellis	#2319	x223	St. Thomas	Instructor	\$45,000	34.0%	
10	Ken Dunwell	#2320	x224	St. Thomas	Instructor	\$38,500	31.0%	
11	Larry Davis	#2323	x225	St. Thomas	Instructor	\$42,000	34.0%	
12	Jerry Cramden	#2324	x335	London	Instructor	\$42,500	34.0%	
13	Jenna Anderson	#2325	x336	London	Instructor	\$50,000	39.6%	
14	Pamela Bunnell	#2329	x337	London	Instructor	\$36,000	31.0%	
15	Rita Baker	#2330	x338	London	Instructor	\$44,000	34.0%	
16	Drew Allen	#1875	x226	St. Thomas	Director	\$62,000	42.0%	
17	Patty Mills	#2327	x227	St. Thomas	Admissions	\$31,500	28.0%	
18	Dan George	#2335	x228	St. Thomas	President	\$75,000	42.0%	
19	Barb Hill	#1920	x339	London	Director	\$65,000	42.0%	
20	Jan Wu	#2337	x340	London	Admissions	\$35,000	31.0%	

DYS E10-D2

		1							
		2							
1	2	3	A	B	C	D	E	F	G
	+					Instructor Total		\$344,000	
	+					Administrative Total		\$268,500	
	-					Grand Total		\$612,500	
		24							

DYS E10-D3

1	2	3	A	B	C	D	E	F	G	H	
			Employee Ext. Lookup								
			Name:	Patty Mills	Ext:	x227					
			Name	ID#	Ext.	Location	Position	Salary	Tax Rate		
			Jerry Cramden	#2324	x335	London	Instructor	\$42,500	34.0%		
			Jenna Anderson	#2325	x336	London	Instructor	\$50,000	39.6%		
			Pamela Bunnel	#2329	x337	London	Instructor	\$36,000	31.0%		
			Rita Baker	#2330	x338	London	Instructor	\$44,000	34.0%		
			Barb Hill	#1920	x339	London	Director	\$65,000	42.0%		
			Jan Wu	#2337	x340	London	Admissions	\$35,000	31.0%		
						London Average		\$45,417			
			Ed Neal	#2318	x222	St. Thomas	Instructor	\$46,000	34.0%		
			James Ellis	#2319	x223	St. Thomas	Instructor	\$45,000	34.0%		
			Ken Dunwell	#2320	x224	St. Thomas	Instructor	\$38,500	31.0%		
			Larry Davis	#2323	x225	St. Thomas	Instructor	\$42,000	34.0%		
			Drew Allen	#1875	x226	St. Thomas	Director	\$62,000	42.0%		
			Patty Mills	#2327	x227	St. Thomas	Admissions	\$31,500	28.0%		
			Dan George	#2335	x228	St. Thomas	President	\$75,000	42.0%		
						St. Thomas Average		\$48,571			
						Grand Average		\$47,115			

DYS E10-D4

1	2	3	A	B	C	D	E	F	G	H	
			Employee Ext. Lookup								
			Name:	Patty Mills	Ext:	x227					
			Name	ID#	Ext.	Location	Position	Salary	Tax Rate		
			Patty Mills	#2327	x227	St. Thomas	Admissions	\$31,500	28.0%		
			Jan Wu	#2337	x340	London	Admissions	\$35,000	31.0%		
			Pamela Bunnel	#2329	x337	London	Instructor	\$36,000	31.0%		
			Ken Dunwell	#2320	x224	St. Thomas	Instructor	\$38,500	31.0%		
			Larry Davis	#2323	x225	St. Thomas	Instructor	\$42,000	34.0%		
			Jerry Cramden	#2324	x335	London	Instructor	\$42,500	34.0%		
			Rita Baker	#2330	x338	London	Instructor	\$44,000	34.0%		
			James Ellis	#2319	x223	St. Thomas	Instructor	\$45,000	34.0%		
			Ed Neal	#2318	x222	St. Thomas	Instructor	\$46,000	34.0%		
			Jenna Anderson	#2325	x336	London	Instructor	\$50,000	39.6%		
			Drew Allen	#1875	x226	St. Thomas	Director	\$62,000	42.0%		
			Barb Hill	#1920	x339	London	Director	\$65,000	42.0%		
			Dan George	#2335	x228	St. Thomas	President	\$75,000	42.0%		



Chapter 11: Working with Tables

Develop Your Skills

DYS E11-D1

	A	B	C	D	E	F	G	H	I	J	K
1	Introduction to Business										
2	Exam Grades										
3	Saturday, July 18, 2020										
4											
5	First	Last	Program	Date	Pt. 1	Pt. 2	Pt. 3	Pt. 4	Pt. 5	Tota	%
6	John	Aikens	Applied	7/18/2020	15	22	18	14	16	69	
7	Ashley	Ronayne	Applied	7/18/2020	18	29	17	12	24	76	
8	Pamela	Clark	Applied	7/18/2020	19	43	18	10	26	90	
9	Jessica	McInnis	Applied	7/18/2020	23	45	21	11	30	100	
10	Crystal	Robinson	Applied	7/18/2020	24	50	22	17	26	113	
11	Linda	Jefferies	Honors	7/18/2020	17	17	24	13	29	71	
12	Austin	Farrell	Honors	7/18/2020	22	27	20	18	17	87	
13	Atif	Khalil	Honors	7/18/2020	23	34	21	10	28	88	
14	Justin	Patrick	Honors	7/18/2020	20	38	19	12	28	89	
15	Robert	Moreira	Honors	7/18/2020	18	37	23	12	30	90	
16	Pedro	Espinosa	Honors	7/18/2020	23	35	20	14	28	92	
17	Felicia	Murray	Honors	7/18/2020	25	25	25	18	29	93	
18	Sarah	Mullins	Honors	7/18/2020	22	41	20	14	26	97	
19											
20	Highest Exam Grade										
21	Number of Honors Students										
22	Honors Students Exam >80%										

DYS E11-D2

	First	Last	Program	Date	Pt. 1	Pt. 2	Pt. 3	Pt. 4	Pt. 5	Tota	%
6	John	Aikens	Applied	7/18/2020	15	22	18	14	16	69	
7	Ashley	Ronayne	Applied	7/18/2020	18	29	17	12	24	76	
8	Pamela	Clark	Applied	7/18/2020	19	43	18	10	26	90	
9	Jessica	McInnis	Applied	7/18/2020	23	45	21	11	30	100	
10	Crystal	Robinson	Applied	7/18/2020	24	50	22	17	26	113	
11	Linda	Jefferies	Honors	7/18/2020	17	17	24	13	29	71	
12	Austin	Farrell	Honors	7/18/2020	22	27	20	18	17	87	
13	Atif	Khalil	Honors	7/18/2020	23	34	21	10	28	88	
14	Justin	Patrick	Honors	7/18/2020	20	38	19	12	28	89	
15	Robert	Moreira	Honors	7/18/2020	18	37	23	12	30	90	
16	Pedro	Espinosa	Honors	7/18/2020	23	35	20	14	28	92	
17	Felicia	Murray	Honors	7/18/2020	25	25	25	18	29	93	
18	Sarah	Mullins	Honors	7/18/2020	22	41	20	14	26	97	
19	Average									88.8	
20											
21	Highest Exam Grade										
22	Number of Honors Students										
23	Honors Students Exam >80%										

DYS E11-D3

	First	Last	Program	Date	Pt. 1	Pt. 2	Pt. 3	Pt. 4	Pt. 5	Total	%
6	John	Aikens	Applied	7/18/2020	15	22	18	14	16	85	57%
7	Ashley	Ronayne	Applied	7/18/2020	18	29	17	12	24	100	67%
8	Pamela	Clark	Applied	7/18/2020	19	43	18	10	26	116	77%
9	Jessica	McInnis	Applied	7/18/2020	23	45	21	11	30	130	87%
10	Crystal	Robinson	Applied	7/18/2020	24	50	22	17	26	139	93%
11	Linda	Jefferies	Honors	7/18/2020	17	17	24	13	29	100	67%
12	Austin	Farrell	Honors	7/18/2020	22	27	20	18	17	104	69%
13	Atif	Khalil	Honors	7/18/2020	23	34	21	10	28	116	77%
14	Justin	Patrick	Honors	7/18/2020	20	38	19	12	28	117	78%
15	Robert	Moreira	Honors	7/18/2020	18	37	23	12	30	120	80%
16	Pedro	Espinosa	Honors	7/18/2020	23	35	20	14	28	120	80%
17	Felicia	Murray	Honors	7/18/2020	25	25	25	18	29	122	81%
18	Sarah	Mullins	Honors	7/18/2020	22	41	20	14	26	123	82%
19	Average									114.8	77%
20											
21	Highest Exam Grade				93%						
22	Number of Honors Students				8						
23	Honors Students Exam >80%				2						

DYS E11-D4

	A	B	C	D	E	F	G	H	I	J	K	L
1	Introduction to Business											
2	Exam Grades											
3	Saturday, July 18, 2020											
4												
5	First	Last	Program	Date	Pt. 1	Pt. 2	Pt. 3	Pt. 4	Pt. 5	Total	%	
6	John	Aikens	Applied	7/18/2020	15	22	18	14	16	85	57%	
7	Ashley	Ronayne	Applied	7/18/2020	18	29	17	12	24	100	67%	
8	Pamela	Clark	Applied	7/18/2020	19	43	18	10	26	116	77%	
9	Jessica	McInnis	Applied	7/18/2020	23	45	21	11	30	130	87%	
10	Crystal	Robinson	Applied	7/18/2020	24	50	22	17	26	139	93%	
11	Linda	Jefferies	Honors	7/18/2020	17	17	24	13	29	100	67%	
12	Austin	Farrell	Honors	7/18/2020	22	27	20	18	17	104	69%	
13	Atif	Khalil	Honors	7/18/2020	23	34	21	10	28	116	77%	
14	Justin	Patrick	Honors	7/18/2020	20	38	19	12	28	117	78%	
15	Robert	Moreira	Honors	7/18/2020	18	37	23	12	30	120	80%	
16	Pedro	Espinosa	Honors	7/18/2020	23	35	20	14	28	120	80%	
17	Felicia	Murray	Honors	7/18/2020	25	25	25	18	29	122	81%	
18	Sarah	Mullins	Honors	7/18/2020	22	41	20	14	26	123	82%	
19	Average									114.8	77%	
20												
21	Highest Exam Grade				93%							
22	Number of Honors Students				8							
23	Honors Students Exam >80%				2							

Chapter 12: PivotTables and PivotCharts

Develop Your Skills

DYS E12-D1

The screenshot shows an Excel spreadsheet with a PivotTable and the PivotTable Fields task pane. The PivotTable is titled 'Sum of Sales by Location' and displays sales data for three months: July, August, and September. The data is organized by location (Los Angeles, Miami, New York, Toronto, Vancouver) and position (Agent, Manager). The Grand Total for each location is also shown.

Row Labels	Jul	Aug	Sep	Grand Total
Los Angeles	50223	47986	45450	143659
Agent	39714	37888	35250	112852
Manager	10509	10098	10200	30807
Miami	98409	95789	102700	296898
Agent	58331	54487	60725	173543
Manager	40078	41302	41975	123355
New York	55877	54929	60542	171348
Agent	17593	20376	23858	61827
Manager	38284	34553	36684	109521
Toronto	62309	85943	69395	217647
Agent	35892	54720	41520	132132
Manager	26417	31223	27875	85515
Vancouver	42398	42846	54080	139324
Agent	6932	9410	7800	24142
Manager	35466	33436	46280	115182
Grand Total	309216	327493	332167	968876

The PivotTable Fields task pane is visible on the right side of the spreadsheet. It shows the following configuration:

- Choose fields to add to report:** Location (checked)
- Filters:** (Empty)
- Columns:** Month
- Rows:** Location, Position
- Values:** Sum of Sales
- Defer Layout Update:** (unchecked)

DYS E12-D2

	A	B	C	D	E	F	G	H	I
1									
2									
3	Position	Month	Avg Comm	Avg Sales	Avg Target				
4	Agent		\$711.10	\$11,465.82	\$10,704.55				
5		Jul	\$676.16	\$11,318.71	\$11,142.86				
6		Aug	\$745.53	\$11,792.07	\$10,400.00				
7		Sep	\$709.28	\$11,276.87	\$10,600.00				
8	Manager		\$690.92	\$11,056.67	\$10,928.57				
9		Jul	\$684.85	\$10,768.14	\$10,928.57				
10		Aug	\$641.00	\$10,758.00	\$10,928.57				
11		Sep	\$746.91	\$11,643.86	\$10,928.57				
12	Grand Total		\$701.25	\$11,266.00	\$10,813.95				

PivotTable Fields

Choose fields to add to report: ⚙

Search

- First Name
- Last Name
- Employee ID#
- Location
- Position
- Month
- Target
- Sales
- Commissions

Drag fields between areas below:

<p>Filters</p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div>	<p>Columns</p> <p>Σ Values ▼</p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div>
<p>Rows</p> <p>Position ▼</p> <p>Month ▼</p>	<p>Σ Values</p> <p>Avg Comm ▼</p> <p>Avg Sales ▼</p> <p>Avg Target ▼</p>

Defer Layout Update Update

DYS E12-D3

	A	B	C	D	E	F
1	Location	New York				
2						
3	Position	Month	Avg Comm	Avg Sales	Avg Target	
4	Agent		\$646.47	\$10,304.50	\$10,000.00	
5		Jul	\$611.73	\$8,796.50	\$10,000.00	
6		Aug	\$572.50	\$10,188.00	\$10,000.00	
7		Sep	\$755.17	\$11,929.00	\$10,000.00	
8	Manager		\$1,132.28	\$18,253.50	\$18,500.00	
9		Jul	\$1,227.53	\$19,142.00	\$18,500.00	
10		Aug	\$1,028.50	\$17,276.50	\$18,500.00	
11		Sep	\$1,140.81	\$18,342.00	\$18,500.00	
12	Grand Total		\$889.37	\$14,279.00	\$14,250.00	

	A	B	C	D	E	F	G
1							
2							
3	Sum of Sales	Column Labels					
4	Row Labels	Jul	Aug	Sep	Grand Total		
5	Los Angeles	\$10,509	\$10,098	\$10,200	\$30,807		
6	Miami	\$40,078	\$41,302	\$41,975	\$123,355		
7	New York	\$38,284	\$34,553	\$36,684	\$109,521		
8	Toronto	\$26,417	\$31,223	\$27,875	\$85,515		
9	Vancouver	\$35,466	\$33,436	\$46,280	\$115,182		
10	Grand Total	\$150,754	\$150,612	\$163,014	\$464,380		

Position

- Agent
- Manager

DYS E12-D4

	A	B	C	D	E	F	G	H	I
1									
2									
3	Row Labels	Total Sales	Total Target	Total % of Target					
4	Los Angeles	\$143,659	\$141,000	101.89%					
5	Agent	\$112,852	\$111,000	101.67%					
6	Manager	\$30,807	\$30,000	102.69%					
7	Miami	\$296,898	\$294,000	100.99%					
8	Agent	\$173,543	\$174,000	99.74%					
9	Manager	\$123,355	\$120,000	102.80%					
10	New York	\$172,613	\$171,000	100.94%					
11	Agent	\$61,827	\$60,000	103.05%					
12	Manager	\$110,786	\$111,000	99.81%					
13	Toronto	\$217,647	\$198,000	109.92%					
14	Agent	\$132,132	\$105,000	125.84%					
15	Manager	\$85,515	\$93,000	91.95%					
16	Vancouver	\$139,324	\$126,000	110.57%					
17	Agent	\$24,142	\$21,000	114.96%					
18	Manager	\$115,182	\$105,000	109.70%					
19	Grand Total	\$970,141	\$930,000	104.32%					

PivotTable Fields

Choose fields to add to report:

Search

- First Name
- Last Name
- Employee ID#
- Location
- Position
- Month
- Target

Drag fields between areas below:

Filters

Columns

Σ Values

Rows

Σ Values

Location

Position

Last Name

Total Sales

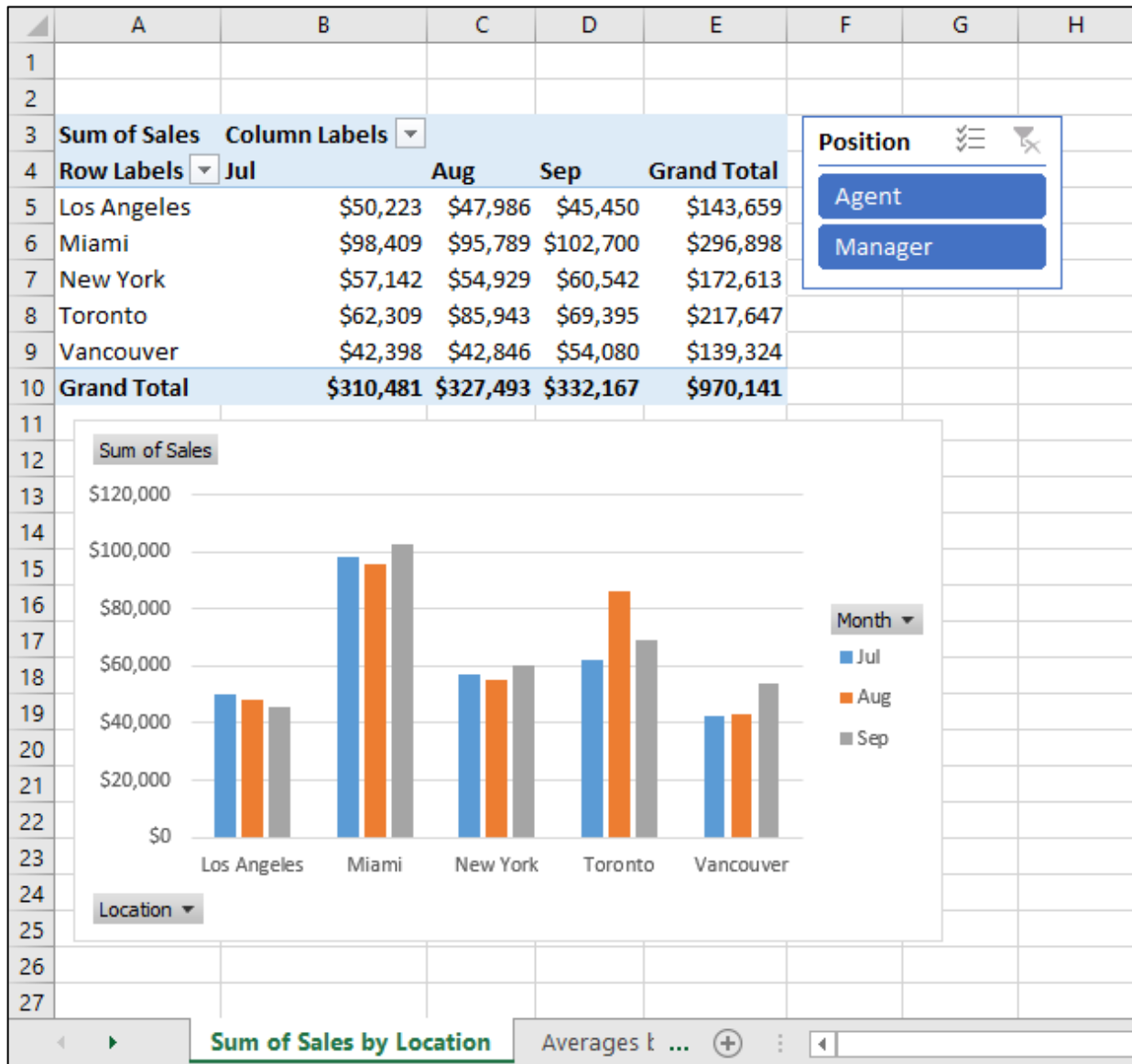
Total Target

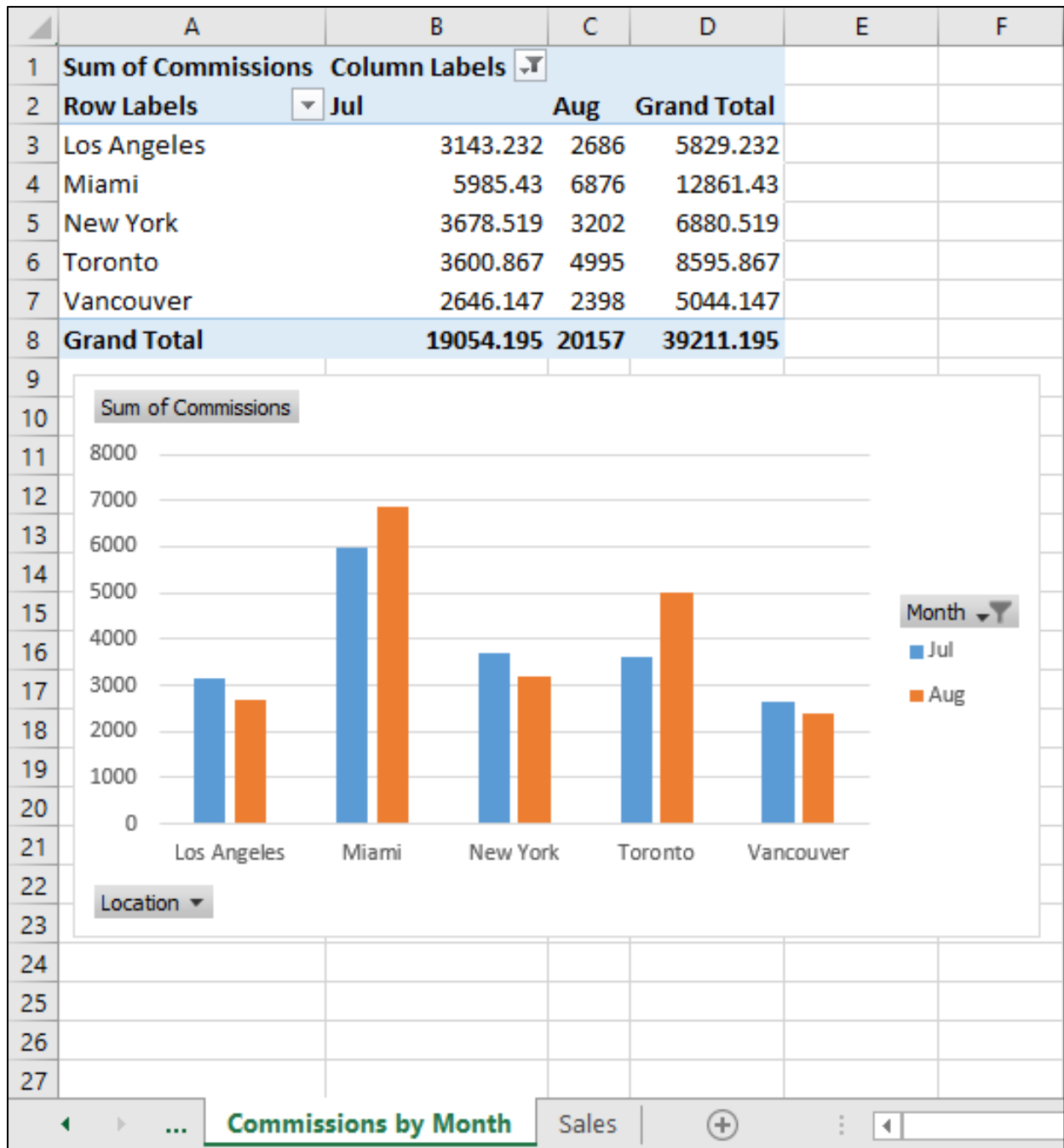
Total % of Tar...

Defer Layout Update

Update

DYS E12-D5





Chapter 13: Working with Macros

Develop Your Skills

DYS E13-D1

	A	B	C	D	E	F	G
1	Green Clean		Capital Campaign	Sort by Category	Sort by Sponsor	Sort by Leader	
2							
3	Pledge	Team Leader	Sponsor Category	Sponsor Name	Year 1	Year 2	To Date
4	Level 3	Abbott	Organization Contribution	Child Advocate Society	50,000	50,000	100,000
5	Level 4	Abbott	Organization Contribution	Hands Across Foundation	20,000	15,500	35,500
6	Level 4	Abbott	Organization Contribution	Chamber of Commerce	10,000	12,500	22,500
7	Level 5	Abbott	Organization Contribution	Accountancy Association	0	15,000	15,000
8	Level 5	Abbott	Organization Contribution	Business Roundtable	0	15,000	15,000
9	Level 5	Abbott	Organization Contribution	For the Child	5,000	5,000	10,000
10	Level 6	Abbott	Organization Contribution	GEM	5,525	3,160	8,685
11	Level 5	Abbott	Organization Contribution	Nursing Students Assn.	4,000	4,050	8,050
12	Level 5	Abbott	Organization Contribution	Road Warriors Club	5,000	0	5,000
13	Level 6	Abbott	Organization Contribution	UPB Volunteer Program	5,000	0	5,000
14	Level 6	Abbott	Organization Contribution	Fit Kids Club	121	0	121
15	Level 2	Debowski	Organized Labor/Union Contribution	IOEEF	250,000	250,000	500,000
16	Level 2	Debowski	Organized Labor/Union Contribution	Nurses Assn., Local 322	250,000	250,000	500,000
17	Level 2	Debowski	Organized Labor/Union Contribution	UAHW, Local 72	250,000	200,000	450,000

Note: Not all data is shown.

DYS E13-D2

	A	B	C	D	E	F	G	H
1	Airspace Travel Company							
2	August Sales Results							
3								
4	First Name	Last Name	Employee ID#	Location	Position	Target	Sales	Commissions
5	Cam	Owens	#22404	Los Angeles	Agent	25,000	22,080	1,104
6	Tracy	Bryant	#14917	Los Angeles	Agent	12,000	15,808	988
7	Kobe	Curry	#20303	Los Angeles	Manager	10,000	10,098	594
8	Alexander	Robertson	#12446	Miami	Agent	5,000	5,083	299
9	Cassie	Temple	#19657	Miami	Agent	8,000	8,250	750
10	Robert	Derf	#12651	Miami	Agent	10,000	13,156	1,196
11	Samantha	Langley	#15332	Miami	Agent	15,000	13,200	880
12	Steven	Samuel	#15563	Miami	Agent	20,000	14,798	1,057
13	Justin	Carson	#20368	Miami	Manager	10,000	9,744	609
14	Lebron	Carter	#14398	Miami	Manager	12,000	13,640	682
15	Rosa	Cerqueira	#23236	Miami	Manager	8,000	8,748	486
16	William	Emerson	#17371	Miami	Manager	10,000	9,170	917
17	Kristen	Chambers	#17641	New York	Agent	10,000	10,280	514
18	Lorraine	Martine	#12731	New York	Agent	10,000	10,096	631
19	Sarah	Mckinnon	#13041	New York	Manager	12,000	12,684	906
20	Terrence	King	#14767	New York	Manager	25,000	21,869	1,151

Note: Not all data is shown.

DYS E13-D3

	A	B	C	D	E	F	G	H	I	J	K
1	Airspace Travel Company										
2	August Sales Results										
3											
4	First Name	Last Name	Employee ID#	Location	Position	Target	Sales	Commissions			
5	Cam	Owens	#22404	Los Angeles	Agent	25,000	22,080	1,104			
6	Cynthia	Lambert	#21851	Toronto	Agent	10,000	21,641	1,139			
7	Debra	Cutler	#14155	Toronto	Agent	15,000	20,664	1,148			
8	Tracy	Bryant	#14917	Los Angeles	Agent	12,000	15,808	988			
9	Steven	Samuel	#15563	Miami	Agent	20,000	14,798	1,057			
10	Samantha	Langley	#15332	Miami	Agent	15,000	13,200	880			
11	Robert	Derf	#12651	Miami	Agent	10,000	13,156	1,196			
12	Kristen	Chambers	#17641	New York	Agent	10,000	10,280	514			
13	Lorraine	Martine	#12731	New York	Agent	10,000	10,096	631			
14	Cassie	Temple	#19657	Miami	Agent	8,000	8,250	750			
15	Elizabeth	Betts	#17416	Toronto	Agent	5,000	6,760	520			
16	Susan	Colley	#21580	Vancouver	Agent	6,000	6,035	355			

Note: Not all data is shown.

Chapter 14: Data Management for Business

Develop Your Skills

DYS E14-D1

	A	B	C	D	E	F
1	Airspace Travel					
2	Quarter 1 Results					
3	<i>February</i>					
4						
5	Category ▼	Los Angeles ▼	New York ▼	Miami ▼	Toronto ▼	Vancouver ▼
6	Air Travel	58976	51672	120104	24672	67752
7	All Inclusive	142700	99220	82900	127150	119870
8	Bus Tours	15174	15768	4224	13332	25872
9	Excursions	6426	11184	11748	22410	23394
10	Hotels	32220	61975	43555	37500	33560
11	Theme Parks	3650	6480	11325	3105	2560
12						

DYS E14-D2

	A	B	C	D	E	F
1	Airspace Travel					
2	Quarter 1 Results					
3	<i>March</i>					
4						
5	Category ▼	Los Angeles ▼	New York ▼	Miami ▼	Toronto ▼	Vancouver ▼
6	Air Travel	39984	76664	112672	23792	53232
7	All Inclusive	151680	116780	108520	117120	86400
8	Bus Tours	13692	22950	5370	20580	26808
9	Excursions	8250	13860	11874	15480	17010
10	Hotels	28225	75045	53855	60575	31470
11	Theme Parks	4550	9270	7895	3960	2405
12						

	A	B	C	D	E	F	G
1	Airspace Travel						
2	Quarter 1 Results						
3	<i>January</i>						
4							
5	Category	Los Angeles	New York	Miami	Toronto	Vancouver	Total
6	Air Travel	\$ 53,992	\$ 62,488	\$ 74,192	\$ 34,000	\$ 44,528	
7	All Inclusive	106,060	96,460	69,900	84,740	97,870	
8	Bus Tours	12,882	11,004	2,898	11,340	12,104	
9	Excursions	6,468	9,462	8,772	13,728	18,018	
10	Hotels	36,875	37,925	39,050	26,250	20,785	
11	Theme Parks	3,750	6,000	9,125	3,210	3,550	
12	Total						

DYS E14-D3

	A	B	C	D	E	F	G
1	Airspace Travel						
2	Quarter 1 Results						
3	<i>Summary</i>						
4							
5		Los Angeles	New York	Miami	Toronto	Vancouver	
6	Air Travel	152952	190824	306968	82464	165512	
7	All Inclusive	400440	312460	261320	329010	304140	
8	Bus Tours	41748	49722	12492	45252	64784	
9	Excursions	21144	34506	32394	51618	58422	
10	Hotels	97320	174945	136460	124325	85815	
11	Theme Parks	11950	21750	28345	10275	8515	
12							
13							
14							
15	<i>Q1 Averages</i>						
16							
17		Los Angeles	New York	Miami	Toronto	Vancouver	
18	Air Travel	50,984	63,608	102,323	27,488	55,171	
19	All Inclusive	133,480	104,153	87,107	109,670	101,380	
20	Bus Tours	13,916	16,574	4,164	15,084	21,595	
21	Excursions	7,048	11,502	10,798	17,206	19,474	
22	Hotels	32,440	58,315	45,487	41,442	28,605	
23	Theme Parks	3,983	7,250	9,448	3,425	2,838	

DYS E14-D4

	A	B	C	D	E	F	G	H
1	Airspace Travel							
2	Quarter 2 Projections							
3								
4		<i>Actual</i>			<i>Projected</i>			
5	Category	Jan	Feb	Mar	April	May	June	Total
6	Air Travel	\$ 269,200	\$ 323,176	\$ 306,344	\$ 315,534	\$ 325,000	\$ 334,750	\$ 1,874,005
7	All Inclusive	455,030	571,840	580,500	592,000	603,500	615,000	\$ 3,417,870
8	Bus Tours	50,228	60,368	59,400	62,400	65,400	68,400	\$ 366,196
9	Excursions	56,448	75,162	66,474	69,474	72,474	75,474	\$ 415,506
10	Hotels	160,885	182,810	196,170	210,506	225,890	242,399	\$ 1,218,661
11	Theme Parks	25,635	27,120	28,080	29,040	30,000	30,960	\$ 170,835
12	Total	\$ 1,017,426	\$ 1,240,476	\$ 1,236,968	\$ 1,278,955	\$ 1,322,265	\$ 1,366,983	\$ 7,463,073

DYS E14-D5

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Airspace Travel															
2	Quarter 2 Projections															
3																
4		<i>Actual</i>					<i>Projected</i>									
5	Category	Jan	Feb	Mar	April	May	June	Total								
6	Air Travel	\$ 269,200	\$ 323,176	\$ 306,344	\$ 315,534	\$ 325,000	\$ 334,750	\$ 1,874,005								
7	All Inclusive	455,030	571,840	580,500	592,000	603,500	615,000	\$ 3,417,870								
8	Bus Tours	50,228	60,368	59,400	62,400	65,400	68,400	\$ 366,196								
9	Excursions	56,448	75,162	66,474	69,474	72,474	75,474	\$ 415,506								
10	Hotels	160,885	182,810	196,170	210,506	225,890	242,399	\$ 1,218,661								
11	Theme Parks	25,635	27,120	28,080	29,040	30,000	30,960	\$ 170,835								
12	Total	\$ 1,017,426	\$ 1,240,476	\$ 1,236,968	\$ 1,278,955	\$ 1,322,265	\$ 1,366,983	\$ 7,463,073								

Projected Revenue

Legend: Air Travel, All Inclusive, Linear (All Inclusive)

Projected Revenue

Legend: Bus Tours, Excursions, Linear (Excursions)

Projected Revenue

Legend: All Inclusive, Air Travel, Hotels, Excursions, Theme Parks

DYS E14-D6

	A	B	C	D	E	F	G	H	I	J	K
1	Airspace Travel										
2	Employee List										
3											
4	First Name	Last Name	Employee ID#	Email	Location	Position	Salary	Salary Review		Employee Lookup	
5	Tracy	Bryant	#14917	T.Bryant@	Los Angeles	Agent	\$ 46,000			ID#:	#17641
6	Kobe	Curry	#20303	K.Curry@	Los Angeles	Manager	\$ 45,000	Review		Name:	Kristen
7	Cam	Owens	#22404	C.Owens@	Los Angeles	Agent	\$ 38,500			Position:	Agent
8	Amir	Johnson	#12446	A.Johnson@	Miami	Agent	\$ 31,500			Location:	New York
9	Robert	Derf	#12651	R.Derf@a	Miami	Agent	\$ 65,000			Salary:	\$50,000
10	Lebron	Carter	#14398	L.Carter@	Miami	Manager	\$ 65,000				
11	Samantha	Langley	#15332	S.Langley	Miami	Agent	\$ 42,000				
12	Steven	Samuel	#15563	S.Samuel	Miami	Agent	\$ 44,000				
13	William	Emerson	#17371	W.Emersc	Miami	Manager	\$ 62,000				
14	Cassie	Temple	#19657	C.Temple	Miami	Agent	\$ 48,000				
15	Justin	Carson	#20368	J.Carson@	Miami	Manager	\$ 60,000				
16	Rosa	Cerqueira	#23236	R.Cerquei	Miami	Manager	\$ 58,500				
17	Lorraine	Martine	#12731	L.Martine	New York	Agent	\$ 35,000				
18	Sarah	Goldman	#13041	S.Goldmai	New York	Manager	\$ 52,000				
19	Terrence	King	#14767	T.King@a	New York	Manager	\$ 42,500	Review			
20	Kristen	Chambers	#17641	K.Chambe	New York	Agent	\$ 50,000				
21	Simran	Singh	#13434	S.Singh@	Toronto	Agent	\$ 36,000				
22	Debra	Cutler	#14155	D.Cutler@	Toronto	Agent	\$ 65,000				
23	Hope	Mooney	#14661	H.Mooney	Toronto	Manager	\$ 44,000	Review			
24	Elizabeth	Betts	#17416	E.Betts@a	Toronto	Agent	\$ 48,000				
25	Tim	Mckay	#19191	T.Mckay@	Toronto	Manager	\$ 60,000				
26	Adam	Landry	#20177	A.Landry@	Toronto	Manager	\$ 48,000	Review			
27	Cynthia	Lambert	#21851	C.Lambert	Toronto	Agent	\$ 52,000				
28	Natalia	Gianguano	#22221	N.Giangua	Toronto	Manager	\$ 50,000				
29	Dave	Martin	#13901	D.Martin@	Vancouver	Manager	\$ 52,000				
30	Stephen	Neal	#15435	S.Neal@a	Vancouver	Manager	\$ 48,000	Review			
31	Justin	James	#17409	J.James@	Vancouver	Agent	\$ 65,000				
32	Timothy	Zaghit	#17552	T.Zaghit@	Vancouver	Manager	\$ 35,000	Review			
33	Susan	Colley	#21580	S.Colley@	Vancouver	Agent	\$ 42,500				

Chapter 15: Workbook Completion

Develop Your Skills

DYS E15-D1

	A	B	C	D	E	F	G	H
1	LearnFast College							
2	Introduction to Business							
3	Sep-16							
4								
5	First	Last	Student ID#	Quizzes	Projects	Participation	Exam	Final Grade
7	Ashley	Ronayne	53844	91%	95%	100%	82%	89%
8	Atif	Khalil	45894	96%	86%	100%	80%	87%
9	Austin	Farrell	50572	85%	92%	90%	83%	87%
10	Crystal	Robinson	47088	88%	88%	95%	88%	88%
11	Felicia	Murray	45003	92%	85%	100%	87%	88%
12	Jessica	McInnis	45537	93%	90%	95%	77%	86%
13	John	Aikens	51028	85%	97%	95%	47%	74%
14	Linda	Jefferies	39695	92%	90%	100%	89%	91%
15	Pamela	Clark	46389	79%	76%	90%	88%	83%
16	Pedro	Espinosa	37059	97%	91%	85%	87%	90%
17	Robert	Moreira	53846	95%	93%	100%	87%	91%
18	Sarah	Mullins	35742	94%	87%	100%	80%	87%
19								

Note: Chart not shown; does not change in this exercise.

DYS E15-D2

	A	B	C	D	E	F	G	H
1	LearnFast College							
2	Introduction to Business							
3	Sep-16							
4								
5	First	Last	Student ID#	Quizzes	Projects	Participation	Exam	Final Grade
7	Ashley	Ronayne	53844	91%	95%	100%	82%	89%
8	Atif	Khalil	45894	96%	86%	100%	80%	87%
9	Austin	Farrell	50572	85%	92%	90%	83%	87%
10	Crystal	Robinson	47088	88%	88%	95%	88%	88%
11	Felicia	Murray	45003	92%	85%	100%	87%	88%
12	Jessica	McInnis	45537	93%	90%	95%	77%	86%
13	John	Aikens	51028	85%	97%	95%	47%	74%
14	Linda	Jefferies	39695	92%	90%	100%	89%	91%
15	Pamela	Clark	46389	79%	76%	90%	88%	83%
16	Pedro	Espinosa	37059	97%	91%	85%	87%	90%
17	Robert	Moreira	53846	95%	93%	100%	87%	91%
18	Sarah	Mullins	35742	94%	87%	100%	80%	87%

DYS E15-D3

Note: No visible changes to workbook; only alt text added.

DYS E15-D4

Note: No visible changes to workbook; only Document Properties and alt text changed.

DYS E15-D5

	A	B	C	D	E	F	G	H	I
1	LearnFast College								
2	Introduction to Business								
3	Sep-16								
4									
5	First	Last	Student ID#	Quizzes	Projects	Participation	Exam	Final Grade	
7	Ashley	Ronayne	53844	91%	95%	100%	82%	89%	Pass ▼
8	Atif	Khalil	45894	96%	86%	100%	80%	87%	Pass ▼
9	Austin	Farrell	50572	85%	92%	90%	83%	87%	Pass ▼
10	Crystal	Robinson	47088	88%	88%	95%	88%	88%	Pass ▼
11	Felicia	Murray	45003	92%	85%	100%	87%	88%	Pass ▼
12	Jessica	McInnis	45537	93%	90%	95%	77%	86%	Pass ▼
13	John	Aikens	51028	85%	97%	95%	47%	74%	Pass ▼
14	Linda	Jefferies	39695	92%	90%	100%	89%	91%	Pass ▼
15	Pamela	Clark	46389	79%	76%	90%	88%	83%	Pass ▼
16	Pedro	Espinosa	37059	97%	91%	85%	87%	90%	Pass ▼
17	Robert	Moreira	53846	95%	93%	100%	87%	91%	Pass ▼
18	Sarah	Mullins	35742	94%	87%	100%	80%	87%	Pass ▼
19	Alex	Santiago	76345	0%	0%	0%	0%	0%	Fail ▼

Note: Chart not shown; does not change in this exercise.

DYS E15-D6

Note: No visible changes to workbook; only workbook/worksheet protection added.