100 Marks

Estimated Time to Complete: 3 hours

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General Instructions

1. This is a group assignment with individual submission. That means, each student must complete and submit this group assignment individually, as if it is an individual assignment.

2. However, there is only one submission to be taken randomly from among the group members for assessment. In other words, the marks for your group assignment are depending on the quality of someone from your group. Please note that you will get your group assignment marks only if you do the submission. If you do a late submission and your submission is taken for assessment, then only your marks will be penalised.

3. Therefore, all group members must take responsibility to complete a group assignment correctly. Everybody must cross-check each other's work to make sure all submissions from your group members are correct and fulfil the requirements from the instructions.

4. Check the spelling and grammar if suggested by the software.

5. After corrections, submit the final version of your assignment to ITEL before the due date.

6. Appoint a project manager to monitor the cross-checking activities so that everyone is counted.

7. All group-related activities are expected to be discussed in your Telegram group. There must be at least 10 chats related to this group assignment. See screenshots below.
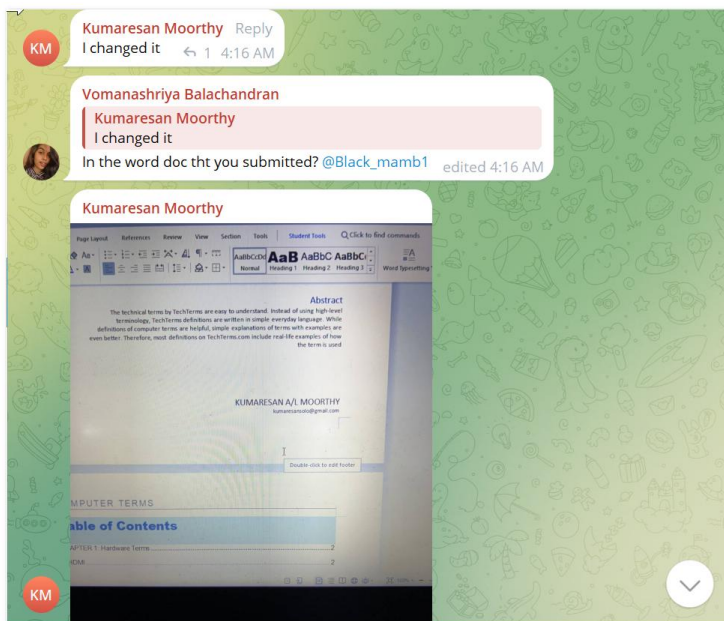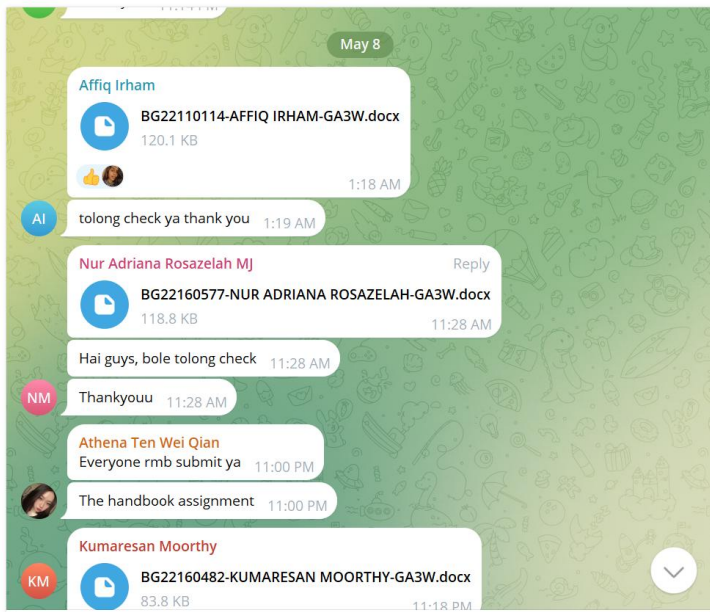
8. All group members will receive **equal marks** unless stated otherwise. Any conflict should be resolved independently and rationally. Last resort can be consulted with the lecturer, but marks can be differently given to each member instead of equal marks depending on effort.

9. The maximum file size for this assignment is **5 MB**.

10. Submit the file in a **Excel** spreadsheet format only, with file extension, **xlsx**.

11. This assignment follows the Assignment Submission Policy as explained earlier in class.

Main Instructions

12. Create a blank workbook. Save it as *Question 2.xlsx*.

13. Rename the current worksheet as *Q2 (a)*. See the Figure below.

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22				

< >   **Q2 (a)**   +
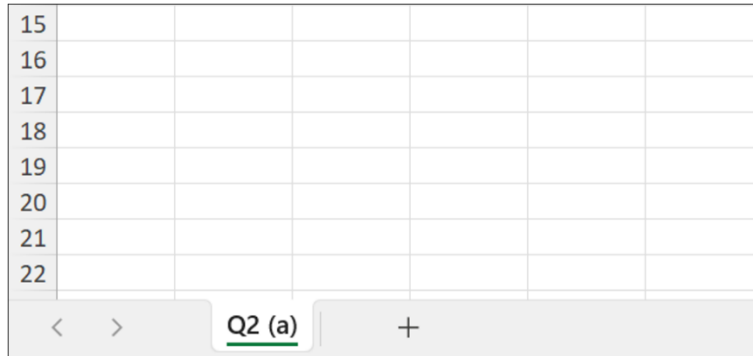
14. Enter the data in the *Q2 (a)* worksheet exactly in the corresponding cells as shown in the Figure below. At this stage, use only the default formatting.

	J	K	L	M
1	Day	Price	Indicator	
2	1	67		
3	2	75		
4	3	61		
5	4	86		
6	5	67		
7	6	70		
8	7	72		
9				

15. Make the texts in cells **J1**, **K1**, and **L1** bold and centred.

16. Make the numbers in column **J** centred.

17. Format cells **K2** to **K8** as **Accounting** and include the **$** symbol with **two** decimal places.

18. The data in *Q2 (a)* worksheet shows prices of one commodity. Column **J** shows the days from Day 1 until Day 7, column **K** shows the price for each day, while column **L** indicates whether the price is *High* or *Low* based on the following **criteria**:

    The price is indicated as *High* if it is greater than $70.00, or as *Low* if it is equal to or less than $70.00.

19. Create a formula using a single **IF** function in cell **L2** to indicate whether the price is *High* or *Low* based on the criteria stated above.

    Tips: To learn how to create this this formula, refer to **Chapter 6: IF Function** in the textbook *Microsoft Excel for Absolute Beginners* available at https://openbook.ums.edu.my/excelforabsolutebeginners/

20. Now, copy the formula in cell **L2** and paste it to the remaining cells in the same column until cell **L8** using the **Fill Handle**. This is also known as an **Auto Fill** feature.

21. Make the texts in cells **L2** until **L8** centred.

22. At this point, your *Q2 (a)* worksheet should look similar to the Figure below.

	J	K	L	M
1	**Day**	**Price**	**Indicator**	
2	1	$ 67.00	Low	
3	2	$ 75.00	High	
4	3	$ 61.00	Low	
5	4	$ 86.00	High	
6	5	$ 67.00	Low	
7	6	$ 70.00	Low	
8	7	$ 72.00	High	
9				

23. Insert a new worksheet after the *Q2 (a)* worksheet. Rename the new worksheet as *Q2 (b)*. See the Figure below.

15					
16					
17					
18					
19					
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< >   Q2 (a)   Q2 (b)   +

24. Enter the data in the *Q2 (b)* worksheet exactly in the corresponding cells as shown in the Figure below. At this stage, use only the default formatting. Adjust any column to display the content properly.

	A	B	C	D	E	F	G
1	Department	Budget Amount	Actual Amount	Budget Status 1	Budget Status 2	Budget Status 3	
2	A	10000	15475				
3	B	25000	21306				
4	C	20000	14702				
5	D	30000	49686				
6	E	35000	21517				
7	F	50000	48853				
8	G	20000	39007				
9							

25. Make the texts in cells **A1** to **F1** bold and centred.

26. Make the texts in cells **A2** to **A8** centred.

27. Format cells **B2** to **C8** as **Accounting** and include the **$** symbol **without** any decimal place.

28. At this point, your *Q2 (b)* worksheet should look similar to the Figure below.

	A	B	C	D	E	F	G
1	Department	Budget Amount	Actual Amount	Budget Status 1	Budget Status 2	Budget Status 3	
2	A	$ 10,000	$ 15,475				
3	B	$ 25,000	$ 21,306				
4	C	$ 20,000	$ 14,702				
5	D	$ 30,000	$ 49,686				
6	E	$ 35,000	$ 21,517				
7	F	$ 50,000	$ 48,853				
8	G	$ 20,000	$ 39,007				
9							

29. The data in *Q2 (a)* worksheet shows a list of departments with their budget amounts, actual amounts, and budget statuses. Column **A** shows the departments, column **B** shows the budget amount for each department, and column **C** shows the actual amount for each department.

30. Column **D** in the worksheet titled **Budget Status 1** indicates whether the budget status for each department is *Over Budget* or *Under Budget* based on the following **criteria**:

    Over Budget: Actual amount is greater than or equal to the budget amount.
    Under Budget: Actual amount is lesser than the budget amount.

31. Create a formula using a single **IF** function in cell **D2** based on the above criteria.

32. At this point, your *Q2 (b)* worksheet should look similar to the Figure below.

	A	B	C	D	E	F	G
1	Department	Budget Amount	Actual Amount	Budget Status 1	Budget Status 2	Budget Status 3	
2	A	$ 10,000	$ 15,475	Over Budget			
3	B	$ 25,000	$ 21,306				
4	C	$ 20,000	$ 14,702				
5	D	$ 30,000	$ 49,686				
6	E	$ 35,000	$ 21,517				
7	F	$ 50,000	$ 48,853				
8	G	$ 20,000	$ 39,007				
9							

Cell **D2** displays *Over Budget* because the actual amount in cell **C2** is greater than the budget amount in cell **B2**.

33. Copy the formula in cell **D2** and paste it to the remaining cells in the same column until cell **D8** using the **Fill Handle**. This is also known as an **Auto Fill** feature.

34. At this point, your *Q2 (b)* worksheet should look similar to the Figure below.

	A	B	C	D	E	F	G
1	Department	Budget Amount	Actual Amount	Budget Status 1	Budget Status 2	Budget Status 3	
2	A	$ 10,000	$ 15,475	Over Budget			
3	B	$ 25,000	$ 21,306	Under Budget			
4	C	$ 20,000	$ 14,702	Under Budget			
5	D	$ 30,000	$ 49,686	Over Budget			
6	E	$ 35,000	$ 21,517	Under Budget			
7	F	$ 50,000	$ 48,853	Under Budget			
8	G	$ 20,000	$ 39,007	Over Budget			
9							

Study the formulas.

35. Edit the text in cell **A1** from *Department* to *Dept*.

36. Apply text wrapping to cells **A1** through **F1**. Watch the video here:
https://go.screenpal.com/watch/cZlo1NnnGPV

37. Then, **auto-fit** columns **A** through **F**. Watch the video here:
https://go.screenpal.com/watch/cZloiInnGPz

38. The **nested IF** functions (also called, **multiple IF** functions) where one IF function is placed inside another (more than one IF function in a formula), allow you to evaluate multiple conditions and handle more complex scenarios. For example, a single IF function might produce results as either *Good* or *Bad*. By using nested IF functions, you can expand the results to include more categories, such as *Good*, *Average*, or *Bad*. This makes nested IF functions useful for analysing data with more criteria.

39. Column **E** in the worksheet titled **Budget Status 2** indicates whether the budget status for each department is *Under Budget*, *Near Budget* or *Over Budget* based on the

following **criteria**:

Under Budget: Actual amount is less than 80% of the budget amount.
Near Budget: Actual amount is 80% or more, but it is not greater the budget amount
Over Budget: Actual amount is greater than, or equal to the budget amount

40. Create a formula using **nested IF** functions in cell **E2** based on the above criteria.

41. Type this formula in cell **E2**:

=IF(C2<80%*B2,"Under Budget",IF(C2<B2,"Near Budget","Over Budget"))

The formula =IF(C2<80%*B2,"Under Budget",IF(C2<B2,"Near Budget","Over Budget"))
evaluates the relationship between two values in cell **C2** (Actual Amount) and cell **B2**
(Budget Amount), to categorize a budget as *Under Budget*, *Near Budget*, or
Over Budget. Here's how it works step by step:

First Criteria: C2<80%*B2
This checks if the value in cell **C2** (Actual Amount) is less than 80% of the value in cell
B2 (Budget Amount). If true, the result is Under Budget.

Second Criteria (if the first is false): C2<B2
If the value in cell **C2** (Actual Amount) does not fall below 80% of the budget in the first
criteria, the formula moves to this second criteria. It checks if the value in cell **C2** (Actual
Amount) is still less but not more than the value in cell **B2** (Budget Amount). If true, the
result is Near Budget.

Third Criteria (if both criteria are false): Over Budget
If the first criteria and second criteria are false, or if the value in cell **C2** (Actual Amount)
is greater than or equal to the value in cell **B2** (Budget Amount), the result is Over
Budget.

The result in cell **E2** is Over Budget for the following reasons:

First Criteria: The value in cell **C2** (Actual Amount) is $15,465 which is greater than
80% of the value in cell **B2** (80% x $10,000 = $8,000). This first criteria is false, so the
formula moves to the second criteria.

Second Criteria: The value in cell **C2** (Actual Amount) is $15,465 which is greater than
the value in cell **B2** ($10,000). This second criteria is also false, so the formula moves to
the third criteria.

Third Criteria: The value in cell **C2** (Actual Amount) is $15,465 which is greater than the
value in cell **B2** ($10,000). When the first and second criteria as false, the formula moves
to this third criteria.

Nested IF functions run in stages. The formula moves to the next criteria when the first is

false. It stops when the criteria is true. In this case, both criteria are false and the formula displays the value from the third criteria.

42. Let's copy the formula in cell **E2** and paste it to the remaining cells in the same column until cell **E8** using the **Fill Handle**. This is also known as an **Auto Fill** feature.

43. At this point, your *Q2 (b)* worksheet should look similar to the Figure below.

	B	C	D	E	F	G
1	**Budget Amount**	**Actual Amount**	**Budget Status 1**	**Budget Status 2**	**Budget Status 3**	
2	$10,000	$15,475	Over Budget	Over Budget		
3	$25,000	$21,306	Under Budget	Near Budget		
4	$20,000	$14,702	Under Budget	Under Budget		
5	$30,000	$49,686	Over Budget	Over Budget		
6	$35,000	$21,517	Under Budget	Under Budget		
7	$50,000	$48,853	Under Budget	Near Budget		
8	$20,000	$39,007	Over Budget	Over Budget		
9						

Study the formulas.

44. Column **F** in the worksheet titled **Budget Status 3** indicates whether the budget status for each department is *Under Budget*, *Near Budget, Reach Budget* or *Over Budget* based on the following **criteria**:

   Under Budget: Actual amount is less than 80% of the budget amount.
   Near Budget: Actual amount is 80% or more, but it is not greater the budget amount
   Reach Budget: Actual amount is equal to the budget amount
   Over Budget: Actual amount is greater than, or equal to the budget amount

45. Create a formula using **nested IF** functions in cell **F2** based on the above criteria.

46. Let's copy the formula in cell **F2** and paste it to the remaining cells in the same column until cell **F8** using the **Fill Handle**. This is also known as an **Auto Fill** feature.

47. Edit the number in cell **C8** from *$39,007* to *$20,000*.

48. At this point, your *Q2 (b)* worksheet should look similar to the Figure below.

	B	C	D	E	F	G
1	Budget Amount	Actual Amount	Budget Status 1	Budget Status 2	Budget Status 3	
2	$10,000	$15,475	Over Budget	Over Budget	Over Budget	
3	$25,000	$21,306	Under Budget	Near Budget	Near Budget	
4	$20,000	$14,702	Under Budget	Under Budget	Under Budget	
5	$30,000	$49,686	Over Budget	Over Budget	Over Budget	
6	$35,000	$21,517	Under Budget	Under Budget	Under Budget	
7	$50,000	$48,853	Under Budget	Near Budget	Near Budget	
8	$20,000	$20,000	Over Budget	Over Budget	Reach Budget	
9						

Study the formulas.

49. The **SUMIF** function is used to add the values in a range that meet a specified condition or criteria. The basic example is as follow:

=SUMIF(A1:A10, ">70")

This adds all values in the range **A1:A10** that are greater than 70. See the Figure below.

C12		fx	=SUMIF(A1:A10,">70")		
	A	B	C	D	E
1	77				
2	32				
3	75				
4	38				
5	83				
6	58				
7	58				
8	80				
9	55				
10	64				
11					
12	Total of values more than 70:		315		
13					

The formula result in cell **C12** is 315 as the formula adds up only values that are greater than 70 in the range **A1:A10** (77+75+83+80).

50. Insert a new worksheet after the *Q2 (b)* worksheet. Rename the new worksheet as *Q2 (c)*.

51. Enter the data in the *Q2 (c)* worksheet exactly in the corresponding cells as shown in the Figure below. At this stage, use only the default formatting. Adjust any column to display the content properly.

	A	B	C	D	E	F	G
1	Salesperson	Region	Sales		Region		
2	Mickey	North	220		Total Sales		
3	Donald	West	150				
4	Mickey	South	230		Salesperson		
5	Goofy	North	280		Average Sales		
6	Goofy	East	300				
7	Mickey	West	300				
8	Donald	North	290				
9							

52. Make the texts in cells **A1** to **C1** bold and centred.

53. Make the texts in cells **E1** and **E2** bold.

54. Make the texts in cells **E4** and **E5** bold.

55. Make the texts in cells **B2** to **B8** centred.

56. Format cells **K2** to **K8** as **Accounting** and include the **$** symbol with **two** decimal places.

57. The worksheet shows a list of salespersons in column A, their regions in column B and their sales in column C. Let's calculate the total sales for the *West* region using the **SUMIF** function.

58. Type *West* in cell **F1**. Make the text in cell **F1** bold and centred.

59. Type the formula, **=SUMIF(B2:B8,F1,C2:C8)** in cell **F2**. The result, 450, should appear in cell **F2**, representing the total sales for the West region.

60. The formula **=SUMIF(B2:B8,F1,C2:C8)** calculates the sum of values in the range of cells, starting from cell **C2** to cell **C8** that correspond to rows where the values in the range of cells, starting from cell **B2** to cell **B8** match the value in cell **F1**.

61. **Explanation**:

    B2:B8: This is the criteria range - the range of cells to check for the condition.

    F1: This is the criteria - the value to match in the **B2:B8** range.

    C2:C8: This is the **sum range**—the range of cells whose values will be summed if the corresponding rows in **B2:B8** meet the criteria in cell **F1**.

    For example, if **B2:B8** contains regions (e.g., *East*, *West, North*), and cell **F1** contains *West*, the formula sums all sales figures from **C2:C8** where the region is *West*.

Therefore, the sums all sales figures from **C2:C8** where the region is *West* are 450; (150 + 300)

62. Format cell **F2** as **Accounting** and include the **$** symbol with **two** decimal places.

63. Let's use the **AVERAGEIF** function to calculate the average sales for the salesperson named *Mickey*.

64. Type *Mickey* in cell **F4**. Make the text in cell **F4** bold and centred.

65. Type the formula, **=AVERAGEIF(A2:A8,F4,C2:C8)** in cell **F5**. The result, 250, should appear in cell **F5**, representing the average sales for the salesperson named *Mickey*.

66. The formula **=AVERAGEIF(A2:A8,F4,C2:C8)** calculates the average of specific values in the range of cells, starting from cell **C2** to cell **C8**, but only for the rows where the corresponding cells in the range of cells, starting from cell **A2** to cell **A8** match the criteria specified in cell **F4**.

67. **Explanation**:

    A2:A8: This is the range of cells containing the criteria to evaluate. In this example, it likely contains the names of salespeople.

    F4: This is the criterion to match. For example, it could be the name *Mickey* that you're using to find relevant rows.

    C2:C8: This is the range of cells containing the numbers to be averaged. For instance, it might hold the sales figures for each salesperson.

    The function checks each cell in **A2:A8** for a match with the criterion in cell **F4**. If a match is found, it includes the corresponding value from **C2:C8** in the calculation of the average. The result is the average sales for the salesperson named *Mickey*.

    Therefore, the average sales from **C2:C8** where the salesperson named Mickey are 250; (220 + 230 + 300) / 3

68. Format cell **F5** as **Accounting** and include the **$** symbol with **two** decimal places.

69. At this point, your *Q2 (c)* worksheet should look similar to the Figure below.

|	A	B	C	D	E	F	G
1	**Salesperson**	**Region**	**Sales**		**Region**	**West**	
2	Mickey	North	$ 220.00		**Total Sales**	$450.00	
3	Donald	West	$ 150.00				
4	Mickey	South	$ 230.00		**Salesperson**	**Mickey**	
5	Goofy	North	$ 280.00		**Average Sales**	$250.00	
6	Goofy	East	$ 300.00				
7	Mickey	West	$ 300.00				
8	Donald	North	$ 290.00				
9							

Study the formulas.

70. Insert a new worksheet after the *Q2 (c)* worksheet. Rename the new worksheet as *Q2 (d)*.

71. Enter the data in the *Q2 (d)* worksheet exactly in the corresponding cells as shown in the Figure below. At this stage, use only the default formatting. Adjust any column to display the content properly.

	A	B	C	D	E	F
1	Staff	Order Quantity	Sales Amount	Salary	Bonus	
2	Isabelle	33	4396	3000		
3	Lucas	46	4545	4000		
4	Ava	33	6067	1600		
5	Mia	37	4431	8000		
6	Leo	42	5918	2500		
7						

72. Make the texts in cells **A1** to **E1** bold and centred.

73. Format cells **C2** to **D6** as **Accounting** and include the **$** symbol **without** any decimal place.

74. Apply text wrapping to cells **A1** through **E1**.

75. Set the width of column **A** to *9.00*. See the Figures below.
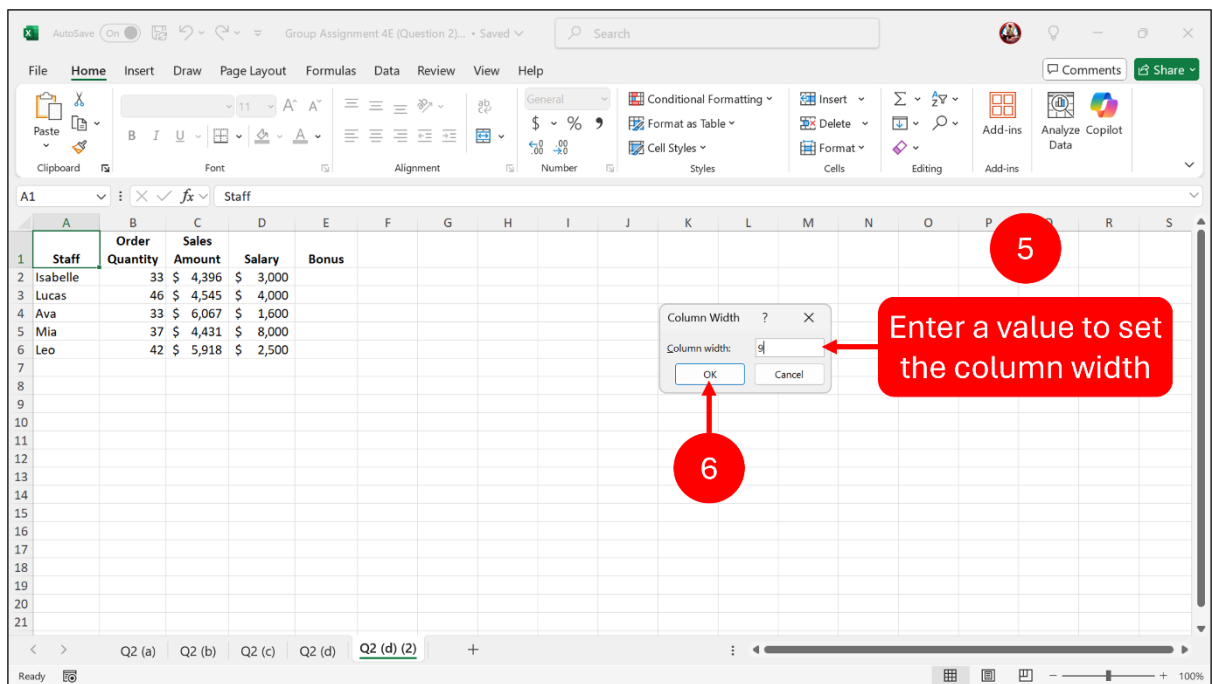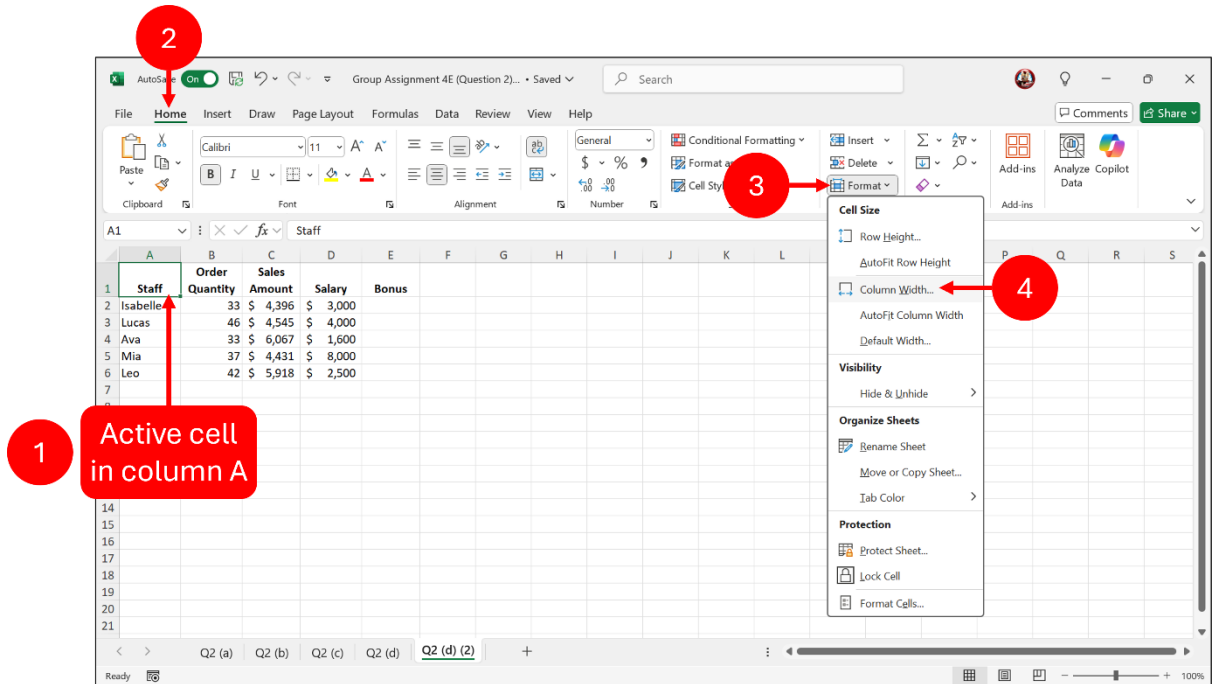
76. Set the width of columns **B**, **C**, **D**, and **E** to 9.00.

77. The data in *Q2 (d)* worksheet shows a list of staff in column **A**, order quantity for each staff in column **B**, sales amount for each staff in column **C**, and salary for each staff in column **D**. Column **E** displays a bonus for each staff.

78. The bonus for each staff in column **E** is calculated as *10%* or *5%* of the salary depending on two conditions; (1) the order quantity in column **B** must be greater than 50 **AND** (2) the sales amount in column **C** must be greater than $7000.

79. If both conditions (1) and (2) are fulfilled, then the bonus is calculated as *10%* of the salary. If only one condition is fulfilled, or both conditions are not fulfilled, then the bonus is calculated as *5%* of the salary.

80. For example, Isabelle's order quantity is 33 (less than 50) and her sales amount is $4,396 (less than $7,000), then her bonus is only 5% of her salary.

81. Let's use the **IF** and **AND** functions to calculate the bonus for each staff member. In cell **E2**, create the formula to calculate Isabelle's bonus, and then copy it down to the other cells in the same column to calculate the bonuses for the remaining staff members.

82. Type the formula, **=IF(AND(B2>50,C2>7000),10%*D2,5%*D2)** in cell **E2**. The result, 150, should appear in cell **E2**, representing the 5% bonus for Isabelle. It is 5% because Isabelle's order quantity is 33 (less than 50) and her sales amount is $4,396 (less than $7,000).

83. Let's copy the formula in cell **E2** and paste it to the remaining cells in the same column until cell **E6** using the **Fill Handle**. This is also known as an **Auto Fill** feature.

84. Edit the number in cell **B2** from *33* to *51*.

85. Edit the number in cell **C2** from *$4,396* to *$7,001*.

86. Edit the number in cell **B3** from *46* to *65*.

87. Edit the number in cell **C4** from *$6,067* to *$7,067*.

88. Edit the number in cell **B5** from *37* to *57*.

89. Edit the number in cell **C5** from *$4,431* to *$8,350*.

90. Format cells **E2** to **E6** as **Accounting** and include the **$** symbol **without** any decimal place.

91. Make the texts in cells **B2** to **B6** centred.

92. At this point, your *Q2 (d)* worksheet should look similar to the Figure below.

	A	B	C	D	E	F
1	Staff	Order Quantity	Sales Amount	Salary	Bonus	
2	Isabelle	51	$ 7,001	$ 3,000	$ 300	
3	Lucas	65	$ 4,545	$ 4,000	$ 200	
4	Ava	33	$ 7,067	$ 1,600	$ 80	
5	Mia	57	$ 8,350	$ 8,000	$ 800	
6	Leo	42	$ 5,918	$ 2,500	$ 125	
7						

Study the formulas.

93. Insert a new worksheet after the *Q2 (d)* worksheet. Rename the new worksheet as *Q2 (e)*.

94. Enter the data in the *Q2 (e)* worksheet exactly in the corresponding cells as shown in the Figure below. At this stage, use only the default formatting. Adjust any column to display the content properly.

	A	B	C	D	E	F
1	Order No	Order Quantity	Unit Price	Total Amount	10% Discount	Total Amount After 10% Discount
2	311	14	8			
3	312	19	22			
4	313	14	29			
5	314	15	24			
6	315	14	8			
7	316	17	8			
8						

95. Make the texts in cells **A1** to **F1** bold and centred.

96. Format cells **C2** to **D7** as **Accounting** and include the **$** symbol with **two** decimal place.

97. Create a formula in cell **D2** using a mathematical operator to calculate the total amount for order number *311*. The total amount in column **D** is calculated by multiplying the order quantity with the unit price.

98. Copy the formula in cell **D2** and paste it to the remaining cells in the same column until cell **D7** using the **Fill Handle**. This is also known as an **Auto Fill** feature.

99. Format cells **D2** to **D7** as **Accounting** and include the **$** symbol with **two** decimal place.

100. In column **E**, the 10% discount is given to any order depending on **either** two conditions; (1) the order quantity must be greater than or equal to 15, **OR** (2) the unit price must be greater than $10.00. If one of the conditions is fulfilled, then a 10%

discount will be given. If both conditions are not fulfilled, then no discount will be given.

Create a formula in cell **E2** using the **IF** and **OR** functions to display *Yes* for discount or *No* for no discount.

101. Type the formula, **=IF(OR(B2>=15,C2>10),"Yes","No")** in cell **E2**. The result, *No*, should appear in cell **E2**, for the following reasons: the order quantity is less than 15 and the unit price is less than $10.00. Both conditions are not fulfilled.

102. Let's copy the formula in cell **E2** and paste it to the remaining cells in the same column until cell **E7** using the **Fill Handle**. This is also known as an **Auto Fill** feature.

103. Make the texts in cells **E2** to **E7** centred.

104. At this point, your *Q2 (e)* worksheet should look similar to the Figure below.

	A	B	C	D	E	F
1	Order No	Order Quantity	Unit Price	Total Amount	10% Discount	Total Amount After 10% Discount
2	311	14	$ 8.00	$ 112.00	No	
3	312	19	$ 22.00	$ 418.00	Yes	
4	313	14	$ 29.00	$ 406.00	Yes	
5	314	15	$ 24.00	$ 360.00	Yes	
6	315	14	$ 8.00	$ 112.00	No	
7	316	17	$ 8.00	$ 136.00	Yes	
8						

Study the formulas.

105. Format cells **F2** to **F7** as **Accounting** and include the **$** symbol with **two** decimal place.

106. In column **F**, if any order is stated *Yes* in column **E**, then *10%* from the total amount in column **D** must be deducted as discount. If any order is stated *No* in column **E**, then the total amount in column **D** will not be deducted with a 10% discount.

107. For example, order number *311* should not be deducted the 10% discount (Reason: *No* in cell **E2**) and its total amount after 10% discount in cell **F2** should be $112.00, similar to the total amount in cell **D2**.

Create a formula in cell **F2** using the **IF** function that fulfils the above criteria, and the result should display, $112.00.

108. Then, copy the formula in cell **F2** and paste it to the remaining cells in the same column until cell **F7** using the **Fill Handle**. This is also known as an **Auto Fill** feature.

109. Apply text wrapping to cells **A1** through **F1**.

110. Set the width of columns **A** and **B** to *8*, column **C** to *8.5*, columns **D** and **E** to 12, and column **F** to *16*.

111.   Make the texts in cells **A2** to **A7** centred.

112.   Make the texts in cells **B2** to **B7** centred.

113.   At this point, your *Q2 (e)* worksheet should look similar to the Figure below.

	A	B	C	D	E	F	G
1	Order No	Order Quantity	Unit Price	Total Amount	10% Discount	Total Amount After 10% Discount	
2	311	14	$ 8.00	$ 112.00	No	$ 112.00	
3	312	19	$ 22.00	$ 418.00	Yes	$ 376.20	
4	313	14	$ 29.00	$ 406.00	Yes	$ 365.40	
5	314	15	$ 24.00	$ 360.00	Yes	$ 324.00	
6	315	14	$ 8.00	$ 112.00	No	$ 112.00	
7	316	17	$ 8.00	$ 136.00	Yes	$ 122.40	
8							

Specific Instructions

114.   Go to *Q2 (c)* worksheet.

Edit the text in cell **F1** from *West to North*.

Edit the text in cell F4 from *Mickey* to *Donald*.

115.   At this point your work should be final if all instructions above are successfully completed.

116.   Submit your work to ITEL before the due date.

Marks

Five (5) marks will be deducted should any instruction is not completed or is partially completed.