Excel Skill Check - Module 3

Complete the tasks below as accurately and efficiently as possible. <u>Screenshots show the finished product</u>, but are useful to refer to along the way. IMPORTANT: No assistance of any kind is allowed for Skill Checks. NOTE: If a <u>function</u> is specified, no credit will be given if a function is not used. When in doubt about any aspect of a skill check, please ask for clarification.

1	 Copy the Excel Skill Check Starting File to the desktop. Use the desktop as your working location. Save the file Excel Skill Check 3 Starting File.xlsx as Firstname Lastname Camping.xlsx
2	Not shown in screenshots: On the Documentation sheet, enter your name as author, and enter a <u>function</u> that will always display the current date when the spreadsheet is opened. Accept the default date format. Note the purpose of the workbook. All remaining work takes place on the Order Form sheet.
3	 On the Order Form sheet, in cell B6, enter a simple formula that references (points to) the date on the Documentation sheet.
4	 When the sale is made to the customer name of CASH, no Shipping Address information is required. In cell B4, enter the text "CASH". In cell B10, use a <u>function</u> to display "NO" if cell B4 has the word "CASH" in it, and "YES" if it doesn't
5	 In cell B20, choose 'Standard' delivery from the dropdown list. In cell B21, use a <u>function</u> that will look up the estimated number of delivery days in the list found in range F5:H9 for the delivery method shown in cell B20 (e.g., for Standard delivery, the estimated number of delivery days is 5).
6	 Note: To simulate a sales transaction, the first 8 items from the Product List have been pasted into the Order Table for you, and test quantities have been entered. No action required.
7	 In cell H14, enter a formula that calculates the charge for the first product. Copy the formula to the other 7 rows in the Order Table.
8	 In cell I14, enter a formula to calculate the tax. REQUIRED: Formula must reference cell H14 and cell G11, in such a way that the formula will fill down without errors for the remaining items in the table. Copy the formula to the other 7 rows in the Order Table.
9	 In cell J14, enter a formula or function to calculate the item total including tax. Copy the function or formula to the other 7 rows in the Order Table.
10	 In cell J23, enter a <u>function</u> that calculates the subtotal for the items sold. Do NOT include any blank cells in the range selected for the function.
11	 In cell J26, use a formula or function to calculate the total cost of the order. Do not include any blank cells or non-numeric data in your calculation.
12	 Check your work carefully to ensure you have completed all parts to the best of your ability. Indicate to your instructor that you are ready to have your work marked.
13	 After being marked, delete the Skill Check files from the desktop. Do not save a copy or move files to your H: drive. If you had any difficulties, review those concepts as soon as possible!

Skill Check Excel 2007 Answers

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Excel 2007 for Business Statistics Thomas J Quirk, 2012-08-09 This is the first book to show the capabilities of Microsoft Excel to teach business statistics effectively It is a step by step exercise driven guide for students and practitioners who need to master Excel to solve practical business problems If understanding statistics isn t your strongest suit you are not especially mathematically inclined or if you are wary of computers this is the right book for you Excel a widely available computer program for students and managers is also an effective teaching and learning tool for quantitative analyses in business courses Its powerful computational ability and graphical functions make learning statistics much easier than in years past However Excel 2007 for Business Statistics A Guide to Solving Practical Business Problems is the first book to capitalize on these improvements by teaching students and managers how to apply Excel to statistical techniques necessary in their courses and work Each chapter explains statistical formulas and directs the reader to use Excel commands to solve specific easy to understand business problems Practice problems are provided at the end of each chapter with their solutions in an appendix Separately there is a full Practice Test with answers in an Appendix that allows readers to test what they have Excel 2007 for Biological and Life Sciences Statistics Thomas J Quirk, Meghan Quirk, Howard learned Horton, 2012-11-13 This is the first book to show the capabilities of Microsoft Excel to teach biological and life sciences statistics effectively It is a step by step exercise driven quide for students and practitioners who need to master Excel to solve practical science problems If understanding statistics isn t your strongest suit you are not especially mathematically inclined or if you are wary of computers this is the right book for you Excel a widely available computer program for students and managers is also an effective teaching and learning tool for quantitative analyses in science courses Its powerful computational ability and graphical functions make learning statistics much easier than in years past However Excel 2007 for Biological and Life Sciences Statistics A Guide to Solving Practical Problems is the first book to capitalize on these improvements by teaching students and managers how to apply Excel to statistical techniques necessary in their courses and work Each chapter explains statistical formulas and directs the reader to use Excel commands to solve specific easy to understand science problems Practice problems are provided at the end of each chapter with their solutions in an appendix Separately there is a full Practice Test with answers in an Appendix that allows readers to test what they have learned

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carefully gra ded units hundreds of practice exercises quick questions and revision pages to stay in touch with previous work diagn ostic and mastery tests to measure students knowledge a lift o ut answer section **Intermediate Microeconomics** Steve Erfle, 2017-09-14 The overarching premise of this text is that microeconomics is most effectively learned in an active learning interactive environment Students have access to more than 200 Interactive Excel Figures in the online text that allow them to move the graphs using sliders and click boxes This interactivity helps students understand how graphic elements relate to one another These files do not require knowledge of Excel More figures than are typical and many of the figures involve multiple scenarios of the same basic graph Often the text employs interactive questions that require interpreting these scenarios questions posed are answered at the bottom of the page Despite the geometric orientation this text is not light on algebraic analysis. The geometry is backed up by the relevant algebra More than 500 equations are numbered for easy reference both within and across chapters And just like the geometry the algebra is essentially error free because it was used to create the graphs The geometric orientation is perfect for the non calculus enhanced classroom but the text can be readily used in a calculus based class because a calculus treatment of the material is provided in appendices and endnotes and calculus based problems are included in the Intermediate Microeconomics An Interactive Approach Forensic Analytics Mark J. Nigrini, 2011-06-07 Discover how to detect fraud biases or errors in your data using Workbook Access or Excel With over 300 images Forensic Analytics reviews and shows how twenty substantive and rigorous tests can be used to detect fraud errors estimates or biases in your data For each test the original data is shown with the steps needed to get to the final result The tests range from high level data overviews to assess the reasonableness of data to highly focused tests that give small samples of highly suspicious transactions These tests are relevant to your organization whether small or large for profit nonprofit or government related Demonstrates how to use Access Excel and PowerPoint in a forensic setting Explores use of statistical techniques such as Benford's Law descriptive statistics correlation and time series analysis to detect fraud and errors Discusses the detection of financial statement fraud using various statistical approaches Explains how to score locations agents customers or employees for fraud risk Shows you how to become the data analytics expert in your organization Forensic Analytics shows how you can use Microsoft Access and Excel as your primary data interrogation tools to find exceptional irregular and anomalous records **Professional Studies: Primary and Early Years** Kate Jacques, Rob Hyland, 2007-09-03 This key resource for trainee primary teachers helps them to understand and fulfil the new professional requirements for QTS It focuses on a range of professional issues including management of pupils work individual needs and equal opportunities behaviour for learning and professional responsibilities outside teaching Each chapter includes tasks examples and further reading to highlight important concepts and key issues New and revised chapters mean this third edition is up to date with the QTS Standards latest documents and initiatives Further new reflective tasks and Moving On sections help trainees to build on the information in each chapter Economic Growth and

Development in the Tropics Sook Rei Tan, Haejin Jang, Jacob Wood, 2024-02-06 The living standards and scale of development around the world are vastly unequal One notable observation is that much of the poverty stricken area is located between the tropics of Cancer and Capricorn By contrast affluent nations are situated in more temperate zones Such a phenomenon gives weight to the geography hypothesis that seeks to explain the occurrence of global economic inequality by placing an emphasis on the importance of natural elements such as location and climate in determining the economic conditions of a nation This book concentrates exclusively and in depth on the key economic phenomena and factors which shape tropical economies today It examines contemporary economic problems confronting the tropical countries and provides policy recommendations that align with the United Nations Sustainable Development Goals set in the 2030 Agenda It contains research works and case studies of tropical economies that are related to the area of development and environment economics The book s themes range from economic growth poverty reduction income inequality economic globalization international trade capital flow financial development and institutional development to environmental sustainability within the Tropics Recognizing the dynamism and diversity of the tropics the book encompasses empirical and policy analyses that address the key economic issues and challenges in the region so as to provide an important platform from which new policymaking initiatives can flourish This book will draw readership primarily from the fields of economics and public policy particularly under the subject areas of development and environment economics as well as discussions in the sustainability **Integrating Excel and Access** Michael Schmalz, 2005-11-01 In a corporate setting the Microsoft Office policy space Suite is an invaluable set of applications One of Offices biggest advantages is that its applications can work together to share information produce reports and so on The problem is there isn t much documentation on their cross usage Until now Introducing Integrating Excel and Access the unique reference that shows you how to combine the strengths of Microsoft Excel with those of Microsoft Access In particular the book explains how the powerful analysis tools of Excel can work in concert with the structured storage and more powerful querying of Access The results that these two applications can produce together are virtually impossible to achieve with one program separately But the book isn t just limited to Excel and Access There s also a chapter on SQL Server as well as one dedicated to integrating with other Microsoft Office applications In no time you ll discover how to Utilize the built in features of Access and Excel to access data Use VBA within Access or Excel to access data Build connection strings using ADO and DAO Automate Excel reports including formatting functions and page setup Write complex functions and queries with VBA Write simple and advanced queries with the Access GUI Produce pivot tables and charts with your data With Integrating Excel and Access you can crunch and visualize data like never before on NIELIT | 1000+ Objective Questions with Solutions [10 Full-length Mock Tests] EduGorilla Prep Experts, 2022-08-03 Best Selling Book in English Edition for CCC Course on Computer Concepts Exam with objective type

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Reviewing Skill Check Excel 2007 Answers: Unlocking the Spellbinding Force of Linguistics

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