

## Spreadsheet Software Assignment

Complete the following exercise. It is important that you complete tasks in the order they appear.

1. Create the spreadsheet as shown below:

	A	B	C	D	E	F	G
1	Employee Discount Chart						
2	First Name	Last Name	Years of Service	Discount Amount	Amount Purchased	Amount Saved	Final Purchase Price
3	Karen	Miller	27		538.76		
4	Matthew	Donovan	18		343.54		
5	Raj	Singh	12		934.43		
6	Michael	Smith	2		87.56		
7	Victoria	Williams	18		775.7		
8	Veronica	Goldsmith	6		447.5		
9	Paul	White	21		97.45		
10	Thomas	Shorter	11		543.82		
11	Sally	Mason	9		245.78		
12	Erin	Woods	22		1024.44		
13							
14							
15							

2. Merge and centre the title *Employee Discount Chart* across the used columns of the spreadsheet. Make it Tahoma font type and size 16. (2 marks)
3. Sort the information in the chart alphabetically. (1 mark)
4. In column D, fill in the discount amount based on the following information: (2 marks)
 

<i>Years of Service</i>	<i>Percentage Discount</i>
25 or more	25%
20 – 24	20%
10 – 19	15%
5 – 9	10%
less than 5	5%
5. In column F, calculate the amount saved for each employee. You need to determine with the correct function/formula. (2 marks)
6. In column G, calculate the Final Purchase Price for each employee. You need to determine the correct function/formula. (2 marks)
7. In cell A14, add the label (1 mark)
8. In cells C14 through G14, calculate the average values for the columns in the spreadsheet. (2 marks)
9. In cell A 15, add the label *Highest Value* (1 mark)
10. In cells C15 through G15, display the highest value for each column. (2 marks)
11. In cell A16, add the label *Lowest Value* (1 mark)
12. In cells C16 through G16, display the lowest value for each column. (2 marks)
13. Create a column graph to display the amount saved by the employees. Be sure to add appropriate labels to the graph. (5 marks)
  - a. Make a graph without any grids
  - b. Legend must be placed on the left hand side
  - c. Put values as data labels
  - d. Put appropriate titles on your chart
  - e. Use at least 2 formatting features
14. Create 2 logical functions using IF, AND, OR. Be creative in your functions. (4 Marks)