

Spreadsheet

Exercise 2

IT 9/10

1. Enter the following information in columns A to E. Center column headings, adjust column widths as necessary, and format values as shown below.
2. The formulas needed to compute commission amounts (sales * rate of commission) in cell D7, total commission in cell B23, and average commission in cell B24.

COMMISSION SUMMARY			
Name	Sales	Rate of Commission	Commission Amount
Joe Abels	1800	0.17	
Joseph P. Armstrong	2700	0.21	
Paula Barnes	1900	0.36	
Darlene Broome	2100	0.42	
Saul Coker	3200	0.3	
Daryl A. Crooke	1300	0.19	
Sharlene Crowne	2200	0.36	
Dean Densmore	1800	0.31	
Rhonda Everley	2600	0.24	
Phillip Fuller	3785	0.27	
Donna Goodner	2790	0.32	
Wade Hart	3625	0.2	
Pearl Isson	2875	0.34	
Brends Moore	3200	0.18	
David Poole	2100	0.23	
Total Commission			
Average Commission			

3. Enter the formulas in the spreadsheet.
4. Format the values in column D currency with 2 decimal places.
5. Add the following data in such a way that the entire summary will be in alphabetical order.
Douglas Cofer 2,400 .23
Ralph Fulbright 2,700 .21
Sara Goodson 3,200 .23
Sam Houston 3,100 .21
Loretta Parker 2,450 .24
6. Change the spreadsheet so that Crooke's sales are 2,300, Goodner's sales are 2,920, Hart's rate of commission is .22, and Fuller's rate of commission is .28.
7. Adjust the formulas in cells B23 and B24 to include the additional entries. Copy the formula in cell D7 into cells D3 through D26.