

Project EX-4: Using Absolute and Relative References

In this project, you'll apply what you've learned about absolute and relative references to complete a sales commission worksheet.

Requirements: This project requires Microsoft Excel.

Project file: PrjEX-4.xlsx

1. Copy the file PrjEX-4.xlsx to your Project folder using the Copy It! button on this page in the BookOnCD.
2. Start Microsoft Excel.
3. Open the file PrjEX-4.xlsx from your Project folder.
4. Notice that cell B2 contains a sales commission rate. Each salesperson receives a commission equal to his or her total sales multiplied by the commission rate. The commission rate changes periodically. The worksheet is set up so that if the sales manager changes the rate in cell B2, all the sales commissions will be recalculated.
5. Create a formula in cell B10 to calculate the sales commission for column B by multiplying the Total Sales in cell B9 by the Commission Rate in cell B2. (Hint: You must use an absolute reference for the Commission Rate in the formula.)
6. Copy the formula from cell B10 to cells C10 through E10.
7. Check the results of the copied formulas to make sure that they show the correct results. If cells C10 through E10 contain zeros, you did not use the correct absolute reference for the formula that you entered in Step 5. If necessary, modify the formula in B10, then recopy it to cells C10 through E10.
8. Compare your worksheet to the one shown in the figure on the next page, but don't save it until you complete Steps 9 and 10.

The screenshot shows an Excel spreadsheet titled 'PrjEX-4 - Microsoft Excel'. The worksheet is named 'Commission Worksheet' and contains the following data:

	A	B	C	D	E	F	G	H
1	Commission Worksheet							
2	Commission Rate:	0.02						
3								
4	Salesperson	Renfrew, Steven	Anderson, Jane	Cole, Michael	James, Ron			
5	Week 1	\$ 14,283.00	\$ 11,020.00	\$ 13,477.00	\$ 12,405.00			
6	Week 2	\$ 17,808.00	\$ 12,381.00	\$ 1,100.00	\$ 12,889.00			
7	Week 3	\$ 12,302.00	\$ 14,830.00	\$ 13,747.00	\$ 14,700.00			
8	Week 4	\$ 13,100.00	\$ 19,787.00	\$ 18,483.00	\$ 15,806.00			
9	Total Sales	\$ 57,493.00	\$ 58,018.00	\$ 46,807.00	\$ 55,800.00			
10	Sales Commission	\$ 1,149.86	\$ 1,160.36	\$ 936.14	\$ 1,116.00			
11	Base Salary	\$ 500.00	\$ 501.00	\$ 502.00	\$ 503.00			
12	Salary Plus Commission	\$ 1,649.86	\$ 1,661.36	\$ 1,438.14	\$ 1,619.00			
13								
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21								

9. Change the contents of cell B2 to 0.03.

10. Enter your name in cell B4.

11. Save your worksheet in your Project folder using the file name PrjEX-4 XXXXX 9999, where XXXXX is your name or student ID number and 9999 is your class section number.

12. Use one of the following options to submit your project on a USB flash drive, as a printout, or as an e-mail attachment, according to your instructor's directions:

- To submit the project on a USB flash drive, close Excel and then copy the file PrjEX-4 XXXXX 9999 from your Project folder to a USB drive. Make sure your name is on the USB drive.