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On the following pages are printouts of your formula sheets. These have been included for you to check that you are "on the right track".

### Answer exercise 1

Sorting.xlsx - Excel

Model Answer



**Headers** (or column headings) stayed at the top of the table

	A	B	C	D
1	Date	Chq_No	Particulars	Amount
2	1-May-17	125361	Computer Shop	\$12.00
3	1-May-17	125370	Cash	\$23.50
4	5-May-17	125363	Cash	\$100.00
5	10-May-17	125368	Clothing Co	\$105.00
6	12-May-17	125374	Big Fresh	\$115.00
7	12-May-17	125371	HB Polytechnic	\$130.00
8	12-May-17	125362	Groceries	\$123.56
9	14-May-17	125373	Landlord	\$130.00
10	15-May-17	125369	Landlord	\$150.00
11	18-May-17	125382	Motor Co	\$160.00
12	20-May-17	125377	Motor Co	\$160.00
13	24-May-17	125380	Resene	\$189.00
14	28-May-17	125381	Restaurant	\$365.00
15	30-May-17	125983	Sherwoods	\$540.00
16	30-May-17	125375	Scott & Ricketts	\$450.00

Look in the **Date** column - is it sorted in Date order (Oldest to Newest)

Because you DID NOT select any data, the rows (or records) HAVE STAYED CORRECTLY TOGETHER

Model Answer



	A	B	C	D
1	Date	Chq_No	Particulars	Amount
2	1-May-17	125361	Computer Shop	\$12.00
3	12-May-17	125362	Groceries	\$123.56
4	5-May-17	125363	Cash	\$100.00
5	10-May-17	125368	Clothing Co	\$105.00
6	15-May-17	125369	Landlord	\$150.00
7	1-May-17	125370	Cash	\$23.50
8	12-May-17	125371	HB Polytechnic	\$130.00
9	14-May-17	125373	Landlord	\$130.00
10	12-May-17	125374	Big Fresh	\$115.00
11	30-May-17	125375	Scott & Ricketts	\$450.00
12	20-May-17	125377	Motor Co	\$160.00
13	24-May-17	125380	Resene	\$189.00
14	28-May-17	125381	Restaurant	\$365.00
15	18-May-17	125382	Motor Co	\$160.00
16	30-May-17	125983	Sherwoods	\$540.00

Look in the **Cheque No** column - is it sorted in ascending order (or low to high)



	A	B	C	D
1	Date	Chq_No	Particulars	Amount
2	1-May-17	125361	Computer Shop	\$12.00
3	1-May-17	125370	Cash	\$23.50
4	5-May-17	125363	Cash	\$100.00
5	10-May-17	125368	Clothing Co	\$105.00
6	12-May-17	125362	Groceries	\$123.56
7	12-May-17	125371	HB Polytechnic	\$130.00
8	12-May-17	125374	Big Fresh	\$115.00
9	14-May-17	125373	Landlord	\$130.00
10	15-May-17	125369	Landlord	\$150.00
11	18-May-17	125382	Motor Co	\$160.00
12	20-May-17	125377	Motor Co	\$160.00
13	24-May-17	125380	Resene	\$189.00
14	28-May-17	125381	Restaurant	\$365.00
15	30-May-17	125375	Scott & Ricketts	\$450.00
16	30-May-17	125983	Sherwoods	\$540.00

Where the **dates** are the "same" the **Cheque No** should now be in ascending order



	A	B	C	D
1	Date	Chq_No	Particulars	Amount
2	12-May-17	125374	Big Fresh	\$115.00
3	5-May-17	125363	Cash	\$100.00
4	1-May-17	125370	Cash	\$23.50
5	12-May-17	125362	Clothing Co	\$123.56
6	10-May-17	125368	Clothing Co	\$105.00
7	1-May-17	125361	Clothing Co	\$12.00
8	12-May-17	125371	HB Polytechnic	\$130.00
9	15-May-17	125369	Landlord	\$150.00
10	14-May-17	125373	Landlord	\$130.00
11	18-May-17	125382	Motor Co	\$160.00
12	20-May-17	125377	Motor Co	\$140.00
13	28-May-17	125381	Restaurant	\$365.00
14	24-May-17	125380	Restaurant	\$189.00
15	30-May-17	125375	Scott & Ricketts	\$450.00
16	30-May-17	125983	Sherwoods	\$540.00

Where the **Particulars** are the "same" the **Amount** should be in value order (Largest to smallest)

## Answer Exercise 2

Chicken Feed Sort.xlsx - Excel

### Budget

Sheettab

	A	B	C	D	E	F
1	<b>Chicken Feed Budget</b>					
2	Gay Robertson					
3	Item	Quantity	Per Item	Cost Price	GST to add	Cost plus GST
4	Grit	2	\$60.00	\$120.00	\$15.00	\$135.00
5	Wire mesh	20	\$15.00	\$300.00	\$37.50	\$337.50
6	Chicken mash	10	\$12.50	\$125.00	\$15.63	\$140.63
7	Infrared light bulbs	100	\$3.55	\$355.00	\$44.38	\$399.38
8	Total Cost	132			\$112.50	\$1,012.50

### Taxes

sheettab

	A	B	C	D	E	F
1	<b>SALES TAX TABLE</b>					
2			Sales Tax Percentage			
3			8.25%			
4	Item Code	No sold	Net cost	Sales Tax	Gross Cost	Total Cost
5	A518	12	1.00	0.08	1.08	12.99
6	A519	8	3.55	0.29	3.84	30.74
7	A513	8	16.95	1.40	18.35	146.79
8	A516	7	15.00	1.24	16.24	113.66
9	A512	5	8.50	0.70	9.20	46.01
10	A517	3	7.00	0.58	7.58	22.73
11	A515	3	45.00	3.71	48.71	146.14
12	A514	2	82.00	6.77	88.77	177.53

### Bonus Miles

	A	B	C	D	E
1	<b>BONUS MILES ON LUFTHANSA</b>				
2					
3	ROUTE	Economy Class	Bonus Miles	Business Class	Bonus Miles
4	South America-Germany	40,000	1,100	60,000	1,500
5	Asia-Australia	40,000	1,000	60,000	1,700
6	South America-Germany	30,000	800	45,000	1,200
7	Bangkok-Manila	25,000	800	45,000	1,125
8	Asia-Australia	30,000	800	45,000	1,000
9	Hong Kong-Japan	30,000	750	45,000	1,125
10	Dubai-Karachi	20,000	650	30,000	750
11	Hong Kong-Japan	25,000	625	45,000	1,125
12	Within South America	25,000	525	45,000	1,125
13	Bangkok-Manila	20,000	500	42,000	1,050
14	Within South America	20,000	500	42,000	1,000
15	Dubai-Karachi	15,000	375	25,000	625

### BestSellers

	A	B	C	D	E	F
1	Best Sellers					
2	Date	Customer No:	Order No:	Item No	Description	Quantity
3	27/06/2017	6	7	100	Ginger Crunch	12
4	27/06/2017	9	8	100	Ginger Crunch	4
5	28/06/2017	2	9	101	Chocolate Chip	24
6	27/06/2017	9	8	101	Chocolate Chip	4
7	28/06/2017	2	9	103	Apricot Delight	12
8	27/06/2017	6	7	103	Apricot Delight	6
9	27/06/2017	9	8	200	Classic Chocolate	24
10	28/06/2017	2	9	200	Classic Chocolate	24
11	26/06/2017	1	6	200	Classic Chocolate	12
12	27/06/2017	6	7	201	Ultra Choc Smash	24
13	26/06/2017	1	6	201	Ultra Choc Smash	6
14	28/06/2017	2	9	202	Nutty Cookie	24
15	26/06/2017	1	6	202	Nutty Cookie	9
16	27/06/2017	6	7	202	Nutty Cookie	6
17	27/06/2017	9	8	202	Nutty Cookie	6
18	26/06/2017	1	6	203	Berry Galore	12
19	27/06/2017	9	8	203	Berry Galore	12
20	28/06/2017	2	9	203	Berry Galore	8

### OrderSummary

	A	B	C	D	E	F
1	Order Summary					
2	Date	Customer No:	Order No:	Item No	Description	Quantity
3	28/06/2017	2	9	101	Chocolate Chip	24
4	28/06/2017	2	9	103	Apricot Delight	12
5	28/06/2017	2	9	200	Classic Chocolate	24
6	28/06/2017	2	9	202	Nutty Cookie	24
7	28/06/2017	2	9	203	Berry Galore	8
8	27/06/2017	6	7	100	Ginger Crunch	12
9	27/06/2017	9	8	100	Ginger Crunch	4
10	27/06/2017	9	8	101	Chocolate Chip	4
11	27/06/2017	6	7	103	Apricot Delight	6
12	27/06/2017	9	8	200	Classic Chocolate	24
13	27/06/2017	6	7	201	Ultra Choc Smash	24
14	27/06/2017	6	7	202	Nutty Cookie	6
15	27/06/2017	9	8	202	Nutty Cookie	6
16	27/06/2017	9	8	203	Berry Galore	12
17	26/06/2017	1	6	200	Classic Chocolate	12
18	26/06/2017	1	6	201	Ultra Choc Smash	6
19	26/06/2017	1	6	202	Nutty Cookie	9
20	26/06/2017	1	6	203	Berry Galore	12

## Answer Exercise 4

### Suppliers

	A	B	C	D	E	F
1	Suppliers					
2	Title	Name	Company	StreetAddress	Suburb	City
3	Mrs	Charlotte Brown	Charlie's Chocolate Co	23 Netherby Road	Henderson	Auckland
4	Mr	John Dwyer	Fielding Flours	375 Lees Road		Fielding
5	Mr	David Myers	Happy Hens	50 Lermin Street	Lincoln	Christchurch
6	Mrs	Amanda Dibnah	Hospitality Essentials	22 Carroll Street		Dunedin
7	Mrs	Sally Goldup	Label it	5 Ferry Road	Ferrymad	Christchurch
8	Mr	Stephan Clarke	Local Nuts Ltd	954 Tram Road		Ohoka
9	Mr	Micheal Webb	NZ Couriers	83 Bealey Avenue	Central City	Christchurch
10	Miss	Mary Johns	NZ Dairy	42 Main South Road	Rolleston	Christchurch
11	Mr	Damian Bardwell	Packaging Co	14 Mary Muller Drive	Hillsborough	Christchurch
12	Mr	Marty Robinson	The Kitchen Shop	58 Williams Street	Sunny Hill	Auckland
13	Mrs	Jossie Wilson	Wholesale Sugars	84 Jarmin Street	Lower Hutt	Wellington

### Clients

	A	B	C	D	E	F
1	Clients					
2	Title	Name	Company	StreetAddress	Suburb	City
3	Miss	Jean Summers	Ashburton Café	760 East Road	Netherby	Ashburton
4	Mrs	Marian Paige	Treats Eatery	254 Main South Road	Allenton	Ashburton
5	Miss	Jane Fern	Harborview Café	69 Bayside Avenue	Browns Bay	Auckland
6	Mrs	Andrea Grey	Cashmere Cafe	40 Centaurus Avenue	Cashmere	Christchurch
7	Mrs	Pauline Smith	Coffee & Cookies	5 Red Road	Sumner	Christchurch
8	Mr	Kyle Erwin	Fine Dinning Cafe	41 Hill View Road	Spreydon	Christchurch
9	Mr	David Browne	Foodies Stop	36 Colombo Street	Cashmere	Christchurch
10	Mr	John Styles	Humble Café	35 Rata Street	Hornby	Christchurch
11	Mr	Max Davis	Max's Mega Dairy	25 Lermin Street	Lincoln	Christchurch
12	Mrs	Samantha Sim	School Lunch Catering	13 Pebble Road	Central City	Christchurch
13	Mr	Joe Kirk	Milk Bar Corner	23 Milk Street	Lower Hutt	Wellington

chick costs

	A	B	C	D	E	F	G	H
1	<b>COSTINGS FOR RAISING CHICKENS</b>							
2	Item	No	Per Item	Cost	GST	Total cost	Discount	Discounted price
3					15%		2.5%	
4	Chicken mash	12	11.50	138.00	20.70	158.70	3.97	\$154.73
5	Grit	5	42.00	210.00	31.50	241.50	6.04	\$235.46
6	Wire mesh	3	115.00	345.00	51.75	396.75	9.92	\$386.83
7	Infrared light bulbs	15	8.50	127.50	19.13	146.63	3.67	\$142.96
8	Total Cost			\$820.50	\$123.08	\$943.58	\$23.59	\$919.99

Formulas (Ctrl + ~ key will show you all the formulas - or just click on individual cells)

	A	B	C	D	E	F	G	H
1	<b>COSTINGS FOR RAISING CHICKENS</b>							
2	Item	No	Per Item	Cost	GST	Total cost	Discount	Discounted price
3					0.15		0.025	
4	Chicken mash	12	11.5	=B4*C4	=D4*E\$3	=D4+E4	=F4*G\$3	=F4-G4
5	Grit	5	42	=B5*C5	=D5*E\$3	=D5+E5	=F5*G\$3	=F5-G5
6	Wire mesh	3	115	=B6*C6	=D6*E\$3	=D6+E6	=F6*G\$3	=F6-G6
7	Infrared light bulbs	15	8.5	=B7*C7	=D7*E\$3	=D7+E7	=F7*G\$3	=F7-G7
8	Total Cost			=SUM(D4:D7)	=SUM(E4:E7)	=SUM(F4:F7)	=SUM(G4:G7)	=SUM(H4:H7)

Header/footer/orientation

Gay Robertson

Chicken Costings.xlsx

chick costs

**COSTINGS FOR RAISING CHICKENS**

Item	No	Per Item	Cost	GST 15%	Total cost	Discount 2.5%	Discounted price
Chicken mash	12	11.50	138.00	20.70	158.70	3.97	\$154.73
Grit	5	42.00	210.00	31.50	241.50	6.04	\$235.46
Wire mesh	3	115.00	345.00	51.75	396.75	9.92	\$386.83
Infrared light bulbs	15	8.50	127.50	19.13	146.63	3.67	\$142.96
Total Cost			\$820.50	\$123.08	\$943.58	\$23.59	\$919.99

Landscape orientation

1

30/06/2017

## Answer Exercise 6

GST Calcs								
	A	B	C	D	E	F	G	H
1								
2		GST	15%					
3	Amount	GST	Total		In B4, enter a formula which will work out the GST using the figure in C2. Fill the formula down. Follow the 8 steps to correct the formula Format B4:B9 to currency, 2 dec places			
4	\$10.00	1.50	\$11.50					
5	\$20.00	3.00	\$23.00					
6	\$30.00	4.50	\$34.50					
7	\$40.00	6.00	\$46.00					
8	\$50.00	7.50	\$57.50					
9	\$60.00	9.00	\$69.00					
10								
11								
12	Amount	\$10.00	\$20.00	\$30.00	\$40.00	\$50.00	\$60.00	
13	GST	1.50	3.00	4.50	6.00	7.50	9.00	
14	Total	\$11.50	\$23.00	\$34.50	\$46.00	\$57.50	\$69.00	
15								
16		In B13, enter a formula which will work out the GST using the figure in C2 Fill the formula across - remember - fill across, column absolute Follow the 8 steps to correct the formula Format B13:G13 to currency, 2 dec places						
17								
18								
19								
20								

GST Calcs formulas:								
	A	B	C	D	E	F	G	
1								
2		GST	0.15					
3	Amount	GST	Total					
4	10	=A4*C\$2	=A4+B4					
5	20	=A5*C\$2	=A5+B5					
6	30	=A6*C\$2	=A6+B6					
7	40	=A7*C\$2	=A7+B7					
8	50	=A8*C\$2	=A8+B8					
9	60	=A9*C\$2	=A9+B9					
10								
11								
12	Amount	10	20	30	40	50	60	
13	GST	=B12*\$C2	=C12*\$C2	=D12*\$C2	=E12*\$C2	=F12*\$C2	=G12*\$C2	
14	Total	=SUM(B12:B13)	=SUM(C12:C13)	=SUM(D12:D13)	=SUM(E12:E13)	=SUM(F12:F13)	=SUM(G12:G13)	

## Total Amounts

	A	B	C	D	E	F	G	H	I
1	Particulars	Amount	GST	Total Cost					
2			15%						
3	Sherwoods	\$540.00	\$81.00	\$621.00	In C3, enter a formula which will work out the GST using the figure in C2. Fill the formula down. Follow the 8 steps to correct the formula				
4	Cash	\$100.00	\$15.00	\$115.00					
5	Big Fresh	\$115.00	\$17.25	\$132.25					
6	Landlord	\$150.00	\$22.50	\$172.50					
7	Resene	\$189.00	\$28.35	\$217.35					
8	Scott & Ricketts	\$450.00	\$67.50	\$517.50					
9	Motor Co	\$160.00	\$24.00	\$184.00	In D3, enter a formula which will work out the Total Cost of the first item. Fill the formula down.				
10	HB Polytechnic	\$130.00	\$19.50	\$149.50					
11	Landlord	\$130.00	\$19.50	\$149.50					
12	Motor Co	\$160.00	\$24.00	\$184.00					
13	Computer Shop	\$12.00	\$1.80	\$13.80					
14	Groceries	\$123.56	\$18.53	\$142.09					
15	Restaurant	\$365.00	\$54.75	\$419.75					
16	Clothing Co	\$105.00	\$15.75	\$120.75					
17	Cash	\$23.50	\$3.53	\$27.03					
18	Totals	\$2,753.06	\$412.96	\$3,166.02	In B18, enter a function which will work out the total of the Amount column Fill the formula across Add a border, single line top, double line bottom to B18:D18				
19									
20									
21									
22									

## Total Amounts

formulas

	A	B	C	D
1	Particulars	Amount	GST	Total Cost
2			0.15	
3	Sherwoods	540	=B3*C\$2	=B3+C3
4	Cash	100	=B4*C\$2	=B4+C4
5	Big Fresh	115	=B5*C\$2	=B5+C5
6	Landlord	150	=B6*C\$2	=B6+C6
7	Resene	189	=B7*C\$2	=B7+C7
8	Scott & Ricketts	450	=B8*C\$2	=B8+C8
9	Motor Co	160	=B9*C\$2	=B9+C9
10	HB Polytechnic	130	=B10*C\$2	=B10+C10
11	Landlord	130	=B11*C\$2	=B11+C11
12	Motor Co	160	=B12*C\$2	=B12+C12
13	Computer Shop	12	=B13*C\$2	=B13+C13
14	Groceries	123.56	=B14*C\$2	=B14+C14
15	Restaurant	365	=B15*C\$2	=B15+C15
16	Clothing Co	105	=B16*C\$2	=B16+C16
17	Cash	23.5	=B17*C\$2	=B17+C17
18	Totals	=SUM(B3:B17)	=SUM(C3:C17)	=SUM(D3:D17)

## Claim Back

	A	B	C	D	E	F	G
1	<b>Petrol Expenses</b>						
2							
3							
4	Month	January	February	March	April	May	June
5	Petrol	\$423.50	\$438.00	\$535.50	\$530.80	\$640.30	\$683.80
6	Claim back	\$10.59	\$10.95	\$13.39	\$13.27	\$16.01	\$17.10
7	2.50%						
8							
9							
10							
11	In B6, enter a formula which will work out the Claim back due. Use the monthly figure & the 2.5% in A7. Fill across. Follow the 8 steps to correct the formula						
12							
13							
14							

## Claim Back

formulas

	A	B	C	D	E	F	G
1	<b>Petrol Expen</b>						
2							
3							
4	Month	January	February	March	April	May	June
5	Petrol	423.5	438	535.5	530.8	640.3	683.8
6	Claim back	=B5*\$A7	=C5*\$A7	=D5*\$A7	=E5*\$A7	=F5*\$A7	=G5*\$A7
7	0.025						

SALES TAB TABLE

	A	B	C	D	E	F	G
1	<b>SALES TAX TABLE</b>						
2							
3	<b>Item Code No</b>	<b>No sold</b>	<b>Net cost</b>	<b>Sales Tax</b>	<b>Gross Cost</b>	<b>Total Cost</b>	
4	A512	5	8.50	0.70	9.20	46.01	
5	A513	8	16.95	1.40	18.35	146.79	
6	A514	2	82.00	6.77	88.77	177.53	<b>Sales Tax %</b>
7	A515	3	45.00	3.71	48.71	146.14	8.25%
8	A516	7	15.00	1.24	16.24	113.66	
9	A517	3	7.00	0.58	7.58	22.73	
10	A518	12	1.00	0.08	1.08	12.99	
11	A519	8	3.55	0.29	3.84	30.74	

SALES TAB TABLE

formulas

	A	B	C	D	E	F	G
1	<b>SALES TAX TABLE</b>						
2							
3	<b>Item Code No</b>	<b>No sold</b>	<b>Net cost</b>	<b>Sales Tax</b>	<b>Gross Cost</b>	<b>Total Cost</b>	
4	A512	5	8.5	=C4*G\$7	=C4+D4	=B4*E4	
5	A513	8	16.95	=C5*G\$7	=C5+D5	=B5*E5	
6	A514	2	82	=C6*G\$7	=C6+D6	=B6*E6	<b>Sales Tax %</b>
7	A515	3	45	=C7*G\$7	=C7+D7	=B7*E7	0.0825
8	A516	7	15	=C8*G\$7	=C8+D8	=B8*E8	
9	A517	3	7	=C9*G\$7	=C9+D9	=B9*E9	
10	A518	12	1	=C10*G\$7	=C10+D10	=B10*E10	
11	A519	8	3.55	=C11*G\$7	=C11+D11	=B11*E11	
12							

Header/footer/orientation

Gay Robertson

Sales Tax.xlsx

SALES TAB TABLE

SALES TAX TABLE

Item Code No	No sold	Net cost	Sales Tax	Gross Cost	Total Cost
A512	5	8.50	0.70	9.20	46.01
A513	8	16.95	1.40	18.35	146.79
A514	2	82.00	6.77	88.77	177.53
A515	3	45.00	3.71	48.71	146.14
A516	7	15.00	1.24	16.24	113.66
A517	3	7.00	0.58	7.58	22.73
A518	12	1.00	0.08	1.08	12.99
A519	8	3.55	0.29	3.84	30.74

**Sales Tax %**  
8.25%

Portrait orientation

1

30/06/2017

### Bonus miles

	A	B	C	D	E	F
1	BONUS MILES ON LUFTHANSA			Bonus -	2.5%	Gay Robertson
2				Cost per mile -	\$0.19	
3	ROUTE	Economy	Bonus	Cost		
4		Class	Miles			
5	Dubai-Karachi	20,000	500	\$3,800.00		
6	Bangkok-Manila	25,000	625	\$4,750.00		
7	Hong Kong-Japan	30,000	750	\$5,700.00		
8	Asia-Australia	40,000	1,000	\$7,600.00		
9	Within South America	25,000	625	\$4,750.00		
10	South America-Germany	90,000	2,250	\$17,100.00		

### Bonus miles

formulas

	A	B	C	D	E	F
1	BONUS MILE			Bonus -	0.025	Gay Robertson
2				Cost per mile -	0.19	
3	ROUTE	Economy	Bonus	Cost		
4		Class	Miles			
5	Dubai-Karachi	20000	=B5*E\$1	=B5*E\$2		
6	Bangkok-Manila	25000	=B6*E\$1	=B6*E\$2		
7	Hong Kong-Japan	30000	=B7*E\$1	=B7*E\$2		
8	Asia-Australia	40000	=B8*E\$1	=B8*E\$2		
9	Within South Amer	25000	=B9*E\$1	=B9*E\$2		
10	South America-Ger	90000	=B10*E\$1	=B10*E\$2		

### Header and footer

Gay	bonus air miles.xlsx	Bonus miles
1		30/06/2017

### Air miles

### Air miles

formulas

	A	B	C	D
1	AIR MILES ON LUFTHANSA			
2	Gay Robertson			
3	ROUTE	Economy	Air miles	Business Class
4		Class	2.50%	8.25%
5	Dubai-Karachi	20,000	500.0	1,650.0
6	Bangkok-Manila	25,000	625.0	2,062.5
7	Hong Kong-Japan	30,000	750.0	2,475.0
8	Asia-Australia	40,000	1,000.0	3,300.0
9	Within South America	25,000	625.0	2,062.5
10	South America-Germany	90,000	2,250.0	7,425.0

	A	B	C	D
1	AIR MILES ON			
2	Gay Robertson			
3	ROUTE	Economy	Air miles	Business Class
4		Class	0.025	0.0825
5	Dubai-Karachi	20000	=B5*C\$4	=B5*D\$4
6	Bangkok-Manila	25000	=B6*C\$4	=B6*D\$4
7	Hong Kong-Japan	30000	=B7*C\$4	=B7*D\$4
8	Asia-Australia	40000	=B8*C\$4	=B8*D\$4
9	Within South America	25000	=B9*C\$4	=B9*D\$4
10	South America-Germany	90000	=B10*C\$4	=B10*D\$4
11				

## Income Report

formulas

	A	B	C	D	E
1	SONG INCOME RE				
2	COMPOSER: BROWNE				
3	SONG TITLE	NET SALES	ROYALTY	MANU.COSTS	NET INCOME
4	The Kid and I	122356.61	=B4*B\$17	=B4*E\$17	=B4-C4-D4
5	Crazy to Think!	54667.92	=B5*B\$17	=B5*E\$17	=B5-C5-D5
6	Why this System?	885443.91	=B6*B\$17	=B6*E\$17	=B6-C6-D6
7	COMPOSER: SMITH				
8	SONG TITLE	NET SALES	ROYALTY	MANU.COSTS	NET INCOME
9	Beaks Around Us	553889.04	=B9*B\$18	=B9*E\$17	=B9-C9-D9
10	Intrigue at the Station	857443.25	=B10*B\$18	=B10*E\$17	=B10-C10-D10
11	The Exile	956441.89	=B11*B\$18	=B11*E\$17	=B11-C11-D11
12	REPORT TOTALS				
13	SONG TITLE	NET SALES	ROYALTY	MANU.COSTS	NET INCOME
14	Browne	=SUM(B4:B6)	=SUM(C4:C6)	=SUM(D4:D6)	=B14-C14-D14
15	Smith	=SUM(B9:B11)	=SUM(C9:C11)	=SUM(D9:D11)	=B15-C15-D15
16	ROYALTY %			MANUFACTURING	
17	Browne	0.13		All songs	0.263
18	Smith	0.135			
19					

## Commission

formulas

	A	B	C	D	E	F
1		Commission	0.0085	0.0115	0.015	0.022
2		NET SALES				
3	Browne	1062468.44	=B3*C\$1	=B3*D\$1	=B3*E\$1	=B3*F\$1
4	Smith	2367774.18	=B4*C\$1	=B4*D\$1	=B4*E\$1	=B4*F\$1

TEMPLATE

formulas

	A	B	C
1	<b>STUDENT CO</b>		
2			
3	<b>Name</b>		
4			
5	<b>Course Name</b>		
6			
7	<b>Basic Cost</b>		
8			
9	<b>GST to add</b>	=B7*15%	
10			
11	<b>Student Assn to add</b>	=B7*3.25%	
12			
13	<b>Admin Cost to add</b>	=B7*8%	
14			
15	<b>Course Cost</b>	=B7+B9+B11+B13	
16			

## Sally's sheet

	A	B	C	D	E	F	G	H	I	J
1	JONES DISTRIBUTION COMPANY									
2	Agent	Sally Cooper								
3			Expenses							
4	Week No		Week beginning	00-Jan-00						
5										
6	Date	Day of Week	Location	Entertainment	Meals	Transport	Motel	Sub Total	GST	Daily Total
7		Monday						0.00	0.00	0.00
8		Tuesday						0.00	0.00	0.00
9		Wednesday						0.00	0.00	0.00
10		Thursday						0.00	0.00	0.00
11		Friday						0.00	0.00	0.00
12		Saturday						0.00	0.00	0.00
13	Totals			0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	Instructions for operator									
15	Group the following sheets:									
16	Sally, Haley, Sarah, Nigel									
17										
18	Fill in Week No									
19	Fill in Saturday's date									
20	Fill UPWARDS to Monday									
21										
22	Ungroup sheets and fill in individual data									
23										

## sheettaabs

	A	B	C	D	E	F	G	H	I	J	K	L
1	JONES DISTR										23	3
2	Agent	Sally Cooper										
3			Expenses									
4	Week No		Week beginning	=\$A\$7								
5												
6	Date	Day of Week	Location	Entertainment	Meals	Transport	Motel	Sub Total	GST	Daily Total		
7		Monday						=SUM(D7:G7)	=H7/K\$1*L\$1	=H7-I7		
8		Tuesday						=SUM(D8:G8)	=H8/K\$1*L\$1	=H8-I8		
9		Wednesday						=SUM(D9:G9)	=H9/K\$1*L\$1	=H9-I9		
10		Thursday						=SUM(D10:G10)	=H10/K\$1*L\$1	=H10-I10		
11		Friday						=SUM(D11:G11)	=H11/K\$1*L\$1	=H11-I11		
12		Saturday						=SUM(D12:G12)	=H12/K\$1*L\$1	=H12-I12		
13	Totals			=SUM(D7:D12)	=SUM(E7:E12)	=SUM(F7:F12)	=SUM(G7:G12)	=SUM(H7:H12)	=SUM(I7:I12)	=SUM(J7:J12)		

# Nigel's sheet

	A	B	C	D	E
1	<b>JONES DISTRIBUTION COMPANY</b>				
2	<b>Agent</b>	Nigel Threadneedle			
3			<b>Expenses</b>		
4	<b>Week No</b>		<b>Week beginning</b>	00-Jan-00	
5					
6	<b>Date</b>	<b>Day of Week</b>	<b>Location</b>	<b>Entertainment</b>	
7		Monday			
8		Tuesday			
9		Wednesday			
10		Thursday			
11		Friday			
12		Saturday			
13	<b>Totals</b>			0.00	
14					
15					
16					
17					
18					
19					

## Operator Instructions:

Save the workbook in Excel Spreadsheets folder as weekNo#

Print the entire workbook to Adobe.  
Save with default filename.

## Answer Exercise 12

Chick Form1 - Excel

	A	B	C	D	E	F	G	H
1	<b>COSTINGS FOR RAISING CHICKENS</b>				Printing Date		28-May-18	
2	Item	No	Per Item	Cost	GST	Total cost	Discount	Discounted price
3					15%		2.5%	
4	Chicken mash			0.00	0.00	0.00	0.00	\$0.00
5	Grit			0.00	0.00	0.00	0.00	\$0.00
6	Infrared light bulbs			0.00	0.00	0.00	0.00	\$0.00
7	Wire mesh			0.00	0.00	0.00	0.00	\$0.00
8	Total Cost			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								

### Operator instructions:

Fill in number purchased

Fill in price paid per item

Adjust column widths as required

Print the file to a pdf - saving as CHICK FORM#.pdf in your Excel Spreadsheets folder

Close the worksheet. Do Not Save.

	A	B	C	D	E	F	G	H
1	<b>COSTINGS FOR RAISING CHICKENS</b>				Printing Date		=NOW()	
2	Item	No	Per Item	Cost	GST	Total cost	Discount	Discounted price
3					0.15		0.025	
4	Chicken mash			=B4*C4	=D4*E\$3	=D4+E4	=F4*G\$3	=F4-G4
5	Grit			=B5*C5	=D5*E\$3	=D5+E5	=F5*G\$3	=F5-G5
6	Infrared light bulbs			=B6*C6	=D6*E\$3	=D6+E6	=F6*G\$3	=F6-G6
7	Wire mesh			=B7*C7	=D7*E\$3	=D7+E7	=F7*G\$3	=F7-G7
8	Total Cost			=SUM(D4:D7)	=SUM(E4:E7)	=SUM(F4:F7)	=SUM(G4:G7)	=SUM(H4:H7)
9								

	A	B	C	D	E	F	G	H	I	J
1	<b>SALES TAX TABLE</b>						Printing Date			
2							=NOW()			
3	Item Code No	No sold	Net cost	Sales Tax	Gross Cost	Total Cost				
4				=C4*G\$7	=C4+D4	=B4*E4				
5				=C5*G\$7	=C5+D5	=B5*E5				
6				=C6*G\$7	=C6+D6	=B6*E6	Sales Tax %			
7				=C7*G\$7	=C7+D7	=B7*E7	0.0825			
8				=C8*G\$7	=C8+D8	=B8*E8				
9				=C9*G\$7	=C9+D9	=B9*E9				
10				=C10*G\$7	=C10+D10	=B10*E10				
11				=C11*G\$7	=C11+D11	=B11*E11				
12							<b>Operator instructions:</b>  Key in Item Co No - if a series is used, highlight two numbers and fill down  Key in No Sold Key in Net Cost  Print to Adobe and save with Sales Tax #.pdf in your Excel Spreadsheet folder  Close workbook. Do NOT save.			
13										
14										
15										
16										
17										
18										
19										
20										
21										

	A	B	C	D	E	F
1	<b>SONG INCOME RE</b>			Printing Date	=NOW()	
2	<b>COMPOSER: BROWNE</b>					
3	<b>SONG TITLE</b>	<b>NET SALES</b>	<b>ROYALTY</b>	<b>MANU.COSTS</b>	<b>NET INCOME</b>	
4	Crazy to Think!		=B4*B\$17	=B4*E\$17	=B4-C4-D4	
5	The Kid and I		=B5*B\$17	=B5*E\$17	=B5-C5-D5	
6	Why this System?		=B6*B\$17	=B6*E\$17	=B6-C6-D6	
7	<b>COMPOSER: SMITH</b>					
8	<b>SONG TITLE</b>	<b>NET SALES</b>	<b>ROYALTY</b>	<b>MANU.COSTS</b>	<b>NET INCOME</b>	
9	Beaks Around Us		=B9*B\$18	=B9*E\$17	=B9-C9-D9	
10	Intrigue at the Station		=B10*B\$18	=B10*E\$17	=B10-C10-D10	
11	The Exile		=B11*B\$18	=B11*E\$17	=B11-C11-D11	
12	<b>REPORT TOTALS</b>					
13	<b>SONG TITLE</b>	<b>NET SALES</b>	<b>ROYALTY</b>	<b>MANU.COSTS</b>	<b>NET INCOME</b>	
14	Browne	=SUM(B4:B6)	=SUM(C4:C6)	=SUM(D4:D6)	=B14-C14-D14	
15	Smith	=SUM(B9:B11)	=SUM(C9:C11)	=SUM(D9:D11)	=B15-C15-D15	
16	<b>ROYALTY %</b>			<b>MANUFACTURING COSTS</b>		
17	Browne	0.13		All songs	0.263	
18	Smith	0.135				
19				<b>Operator instructions:</b>  Key Net Sales for Browne Key Net Sales for Smith  Print the worksheet to Adobe and save as Song Income#.pdf in your Excel Spreadsheet folder  Close workbook. DO NOT save.		
20						
21						
22						
23						
24						
25						
26						
27						

statistics					
	A	B	C	D	E
1	Date	Chq_No	Particulars	Amount	
2	30-May-17	125983	Sherwoods	\$540.00	
3	30-May-17	125375	Scott & Ricketts	\$450.00	Smallest amount \$12.00
4	28-May-17	125381	Restaurant	\$365.00	Largest amount \$540.00
5	24-May-17	125380	Resene	\$189.00	No of cheques 15
6	20-May-17	125377	Motor Co	\$160.00	
7	18-May-17	125382	Motor Co	\$160.00	
8	15-May-17	125369	Landlord	\$150.00	
9	12-May-17	125371	HB Polytechnic	\$130.00	
10	14-May-17	125373	Landlord	\$130.00	
11	12-May-17	125362	Groceries	\$123.56	
12	12-May-17	125374	Big Fresh	\$115.00	
13	10-May-17	125368	Clothing Co	\$105.00	
14	5-May-17	125363	Cash	\$100.00	
15	1-May-17	125370	Cash	\$23.50	
16	1-Apr-17	125361	Computer Shop	\$12.00	
17			Average Amount	\$183.54	
18			Average >100	\$218.13	
19	13-May-17		Average Date		

statistics formulas					
	A	B	C	D	E
1	Date	Chq_No	Particulars	Amount	
2	42885	125983	Sherwoods	540	
3	42885	125375	Scott & Ricketts	450	Smallest amount =MIN(D2:D16)
4	42883	125381	Restaurant	365	Largest amount =MAX(D2:D16)
5	42879	125380	Resene	189	No of cheques =COUNT(D2:D16)
6	42875	125377	Motor Co	160	
7	42873	125382	Motor Co	160	
8	42870	125369	Landlord	150	
9	42867	125371	HB Polytechnic	130	
10	42869	125373	Landlord	130	
11	42867	125362	Groceries	123.56	
12	42867	125374	Big Fresh	115	
13	42865	125368	Clothing Co	105	
14	42860	125363	Cash	100	
15	42856	125370	Cash	23.5	
16	42826	125361	Computer Shop	12	
17			Average Amount	=AVERAGE(D2:D16)	
18			Average >100	=AVERAGE(D2:D13)	
19	=AVERAGE(A2:A16)		Average Date		

## date & time

	A	B	C	D	E	F	G	H
1	Date	Chq_No	Particulars	Amount				
2	1-Apr-17	125361	Computer Shop	\$12.00				
3	1-May-17	125370	Cash	\$23.50				
4	5-May-17	125363	Cash	\$100.00				
5	10-May-17	125368	Clothing Co	\$105.00				
6	12-May-17	125374	Big Fresh	\$115.00				
7	12-May-17	125362	Groceries	\$123.56				
8	12-May-17	125371	HB Polytechnic	\$130.00				
9	14-May-17	125373	Landlord	\$130.00				
10	15-May-17	125369	Landlord	\$150.00				
11	18-May-17	125382	Motor Co	\$160.00				
12	20-May-17	125377	Motor Co	\$160.00				
13	24-May-17	125380	Resene	\$189.00				
14	28-May-17	125381	Restaurant	\$365.00				
15	30-May-17	125375	Scott & Ricketts	\$450.00	Current time	12:32 PM		
16	30-May-17	125983	Sherwoods	\$540.00	Print Date	12/04/2017	Due Date	2/05/2017
17					Print Time	1:30 PM		
18	59							
19					Start time	1:47 PM		
20					End time	2:58 PM		
21					Time taken	11		
22								
23					Hour Calculation	7	20	
24					start time	9:10		
25					end time	16:30		
26								

## date & time

### formulas

	A	B	C	D	E	F	G	H
1	Date	Chq_No	Particulars	Amount				
2	42826	125361	Computer Shop	12				
3	42856	125370	Cash	23.5				
4	42860	125363	Cash	100				
5	42865	125368	Clothing Co	105				
6	42867	125374	Big Fresh	115				
7	42867	125362	Groceries	123.56				
8	42867	125371	HB Polytechnic	130				
9	42869	125373	Landlord	130				
10	42870	125369	Landlord	150				
11	42873	125382	Motor Co	160				
12	42875	125377	Motor Co	160				
13	42879	125380	Resene	189				
14	42883	125381	Restaurant	365				
15	42885	125375	Scott & Ricketts	450	Current time	=NOW()		
16	42885	125983	Sherwoods	540	Print Date	42837	Due Date	=F16+20
17					Print Time	0.5625		
18	=DAYS(A16,A2)							
19					Start time	0.574305555555556		
20					End time	0.623611111111111		
21					Time taken	=MINUTE(F20-F19)		
22								
23					Hour Calculation	=HOUR(F25-F24)	=MINUTE(F25-F24)	
24					start time	0.381944444444444		
25					end time	0.6875		
26								

F16 and F17 are non updating  
these dates and times will not change  
Excel stored YOUR actual date and  
time as values  
Compare your number with mine - it will  
be different  
Compare your Date on the previous  
printout - it will be different

# if function

	A	B	C	D	E
1	Date	Chq_No	Particulars	Amount	30-Jun-2017
2	28-May-17	125381	Restaurant	\$365.00	High Cost
3	30-May-17	125375	Scott & Ricketts	\$450.00	High Cost
4	30-May-17	125983	Sherwoods	\$540.00	High Cost
5	12-May-17	125374	Big Fresh	\$115.00	Low Cost
6	5-May-17	125363	Cash	\$100.00	Low Cost
7	1-May-17	125370	Cash	\$23.50	Low Cost
8	10-May-17	125368	Clothing Co	\$105.00	Low Cost
9	1-Apr-17	125361	Computer Shop	\$12.00	Low Cost
10	12-May-17	125362	Groceries	\$123.56	Low Cost
11	12-May-17	125371	HB Polytechnic	\$130.00	Low Cost
12	15-May-17	125369	Landlord	\$150.00	Low Cost
13	14-May-17	125373	Landlord	\$130.00	Low Cost
14	20-May-17	125377	Motor Co	\$160.00	Low Cost
15	18-May-17	125382	Motor Co	\$160.00	Low Cost
16	24-May-17	125380	Resene	\$189.00	Low Cost

# if function

functions

	A	B	C	D	E
1	Date	Chq_No	Particulars	Amount	=NOW()
2	42883	125381	Restaurant	365	=IF(D2>300,"High Cost","Low Cost")
3	42885	125375	Scott & Ricketts	450	=IF(D3>300,"High Cost","Low Cost")
4	42885	125983	Sherwoods	540	=IF(D4>300,"High Cost","Low Cost")
5	42867	125374	Big Fresh	115	=IF(D5>300,"High Cost","Low Cost")
6	42860	125363	Cash	100	=IF(D6>300,"High Cost","Low Cost")
7	42856	125370	Cash	23.5	=IF(D7>300,"High Cost","Low Cost")
8	42865	125368	Clothing Co	105	=IF(D8>300,"High Cost","Low Cost")
9	42826	125361	Computer Shop	12	=IF(D9>300,"High Cost","Low Cost")
10	42867	125362	Groceries	123.56	=IF(D10>300,"High Cost","Low Cost")
11	42867	125371	HB Polytechnic	130	=IF(D11>300,"High Cost","Low Cost")
12	42870	125369	Landlord	150	=IF(D12>300,"High Cost","Low Cost")
13	42869	125373	Landlord	130	=IF(D13>300,"High Cost","Low Cost")
14	42875	125377	Motor Co	160	=IF(D14>300,"High Cost","Low Cost")
15	42873	125382	Motor Co	160	=IF(D15>300,"High Cost","Low Cost")
16	42879	125380	Resene	189	=IF(D16>300,"High Cost","Low Cost")
17					

## Reorder

	A	B	C	D	E	F	G	H
1	Stock Control			Printing Date	12-Apr-17			
2				Due Date	12-May-17			
3		Item		In	Stock	Reorder		
4	Description	Value	Min.	Stock	Value	Number	Value	
5	Biro	0.24	100	12	2.88	88	21.12	
6	Glue	0.90	50	45	40.50	5	4.50	
7	Pad	1.20	23	23	27.60	0	0.00	
8	Pencil	0.05	23	45	2.25	0	0.00	
9	Ruler	0.80	12	44	35.20	0	0.00	
10	Sellotape	0.50	24	23	11.50	1	0.50	
11								
12	Average Item Value	0.62						
13				Total Stock Value	\$119.93		\$26.12	
14								

## Reorder

## formulas

	A	B	C	D	E	F	G	H
1	Stock Control			Printing Date	42837			
2				Due Date	=E1+30			
3		Item		In	Stock	Reorder		
4	Description	Value	Min.	Stock	Value	Number	Value	
5	Biro	0.24	100	12	=B5*D5	=IF(D5<C5,C5-D5,0)	=F5*B5	
6	Glue	0.9	50	45	=B6*D6	=IF(D6<C6,C6-D6,0)	=F6*B6	
7	Pad	1.2	23	23	=B7*D7	=IF(D7<C7,C7-D7,0)	=F7*B7	
8	Pencil	0.05	23	45	=B8*D8	=IF(D8<C8,C8-D8,0)	=F8*B8	
9	Ruler	0.8	12	44	=B9*D9	=IF(D9<C9,C9-D9,0)	=F9*B9	
10	Sellotape	0.5	24	23	=B10*D10	=IF(D10<C10,C10-D10,0)	=F10*B10	
11								
12	Average Item Value	=AVERAGE(B5:B10)						
13				Total Stock Value	=SUM(E5:E10)		=SUM(G5:G10)	
14								

Passes				
A	B	C	D	E
1	CREATING IMAGES ASSIGNMENT RESULTS			
2		Value of Assignment		Resit Date
3		40		26-Apr-17
4	Final Result	NAME	Assign 1	
5	Pass	Anna	39	
6	68%	Chris	27	
7	75%	Courtenay	30	
8	Pass	Courtney	37	
9	Pass	Fred	32	
10	70%	Gay	28	
11	Pass	Haley	38	
12	Pass	James	32	
13	Pass	Josephine	33	
14	63%	Kamila	25	
15	Pass	Michael	32	
16	73%	Molly	29	
17	68%	Noah	27	
18	58%	Paul	23	
19	Pass	Sam	37	
20	Pass	Sue	34	
21	75%	Tania	30	
22	Pass	Thomas	32	
23	75%	Trevor	30	
24	Total			
25	10 Passes		12-Apr-17	

Passes formulas				
A	B	C	D	E
1	CREATING IMAGES ASSIGN			
2		Value of Assignment		Resit Date
3		40		=D24+14
4	Final Result	NAME	Assign 1	
5	=IF(C5>=32,"Pass",C5/C\$3)	Anna	39	
6	=IF(C6>=32,"Pass",C6/C\$3)	Chris	27	
7	=IF(C7>=32,"Pass",C7/C\$3)	Courtenay	30	
8	=IF(C8>=32,"Pass",C8/C\$3)	Courtney	37	
9	=IF(C9>=32,"Pass",C9/C\$3)	Fred	32	
10	=IF(C10>=32,"Pass",C10/C\$3)	Gay	28	
11	=IF(C11>=32,"Pass",C11/C\$3)	Haley	38	
12	=IF(C12>=32,"Pass",C12/C\$3)	James	32	
13	=IF(C13>=32,"Pass",C13/C\$3)	Josephine	33	
14	=IF(C14>=32,"Pass",C14/C\$3)	Kamila	25	
15	=IF(C15>=32,"Pass",C15/C\$3)	Michael	32	
16	=IF(C16>=32,"Pass",C16/C\$3)	Molly	29	
17	=IF(C17>=32,"Pass",C17/C\$3)	Noah	27	
18	=IF(C18>=32,"Pass",C18/C\$3)	Paul	23	
19	=IF(C19>=32,"Pass",C19/C\$3)	Sam	37	
20	=IF(C20>=32,"Pass",C20/C\$3)	Sue	34	
21	=IF(C21>=32,"Pass",C21/C\$3)	Tania	30	
22	=IF(C22>=32,"Pass",C22/C\$3)	Thomas	32	
23	=IF(C23>=32,"Pass",C23/C\$3)	Trevor	30	
24	=COUNTIF(A\$5:A\$23,"Pass")	Total Passes	42837	

# Exercise 16

Loan for Fruit Salad.xlsx - Excel

## Pay back loan

	A	B	C	D	E
1	<b>FRUIT SALAD LIMITED</b>			Gay Robertson	
2					
3	Amount	\$55,000	Term (months)		180
4	Term(yrs)	15			
5	Interest per annum	8.5%	Monthly Payment		\$537.80
6					
7	Total actually paid back	\$96,803.52			
8	Interest paid on loan	\$41,803.52			

## What if

- my one

	A	B	C	D	E
1	<b>FRUIT SALAD LIMITED</b>			Gay Robertson	<b>What if</b>
2					
3	Amount	\$55,000	Term (months)		390
4	Term(yrs)	15			
5	Interest per annum	8.25%	Monthly Payment		\$245.26
6					
7	Total actually paid back	\$95,650.73			
8	Interest paid on loan	\$40,650.73			


## My Loan

- my one - buying a flash car

	A	B	C	D	E
1	<b>Your Loan</b>			key your name	
2	Amount	\$30,000	Term (months)		60
3	Term(yrs)	5			
4	Interest per annum	12.0%	Monthly Payment		\$667.33
5					
6	Total actually paid back	\$40,040.01			
7	Interest paid on loan	\$10,040.01			

# Pay back loan

formulas

	A	B	C	D	E
1	<b>FRUIT SALAD LIMITED</b>			Gay Robertson	
2					
3	Amount	55000		Term (months)	=B4*12
4	Term(yrs) 	15			
5	Interest per annum	0.085		Monthly Payment	=PMT(B5/12,E3,-B3,,1)
6					
7	Total actually paid back	=E5*E3			
8	Interest paid on loan	=B7-B3			
9					

Exercise 17

Investment & Loan calculations.xlsx - Excel

Investment Earnings

	A	B	C	D	E	F
1	<b>Investment</b>			Gay Robertson		
2	Date completed	9-May-17				
3	Amount	\$50.00		Term (months)		24
4	Term(yrs)	2				
5	Interest per annum	9.0%				
6						
7	Total Return on Investment	\$1,319.24				
8	Total amount paid in	\$1,200.00				
9	Total amount of interest	\$119.24				
10						

Investment Earnings

formula

	A	B	C	D	E	F
1	<b>Investment</b>			Gay Robertson		
2	Date completed	42864				
3	Amount	50		Term (months)		=B4*12
4	Term(yrs)	2				
5	Interest per annum	0.09				
6						
7	Total Return on Investment	=FV(B5/12,F3,-B3,,1)				
8	Total amount paid in	=B3*F3				
9	Total amount of interest	=B7-B8				
10						

Exercise 18

Budget yourname.xlsx - Excel

Budget with loan payment

	A	B	C	D	E	F	G
1						start time	13:58
2						finish time	14:41
3						how long it took	43
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							

**Gay's Company**

**Three Monthly Budget**

	January	February	March	Totals
<b>Bank Balance</b>	1,500.00	1,000.00	1,000.00	
<b>Income</b>				
Receipts from sales of goods	1,758.00	1,485.00	2,120.00	5,363.00
Interest on Deposits	23.00	28.00	1,000.00	1,051.00
<b>Total Income</b>	1,781.00	1,513.00	3,120.00	6,414.00
<b>Expenses</b>				
Loan calculation	402.11	402.11	402.11	1,206.34
Property Rental	800.00	800.00	800.00	2,400.00
Sundry Running Expenses	450.00	750.00	400.00	1,600.00
Vehicle maintenance costs	80.00	1,000.00	50.00	1,130.00
<b>Total Expenses</b>	1,732.11	2,952.11	1,652.11	6,336.34
<b>Profit</b>	1,548.89	-439.11	2,467.89	
Maximum expense	1,000.00			
Average of Receipts from sales of goods	1,787.67			
Commission	\$0.00	\$0.00	\$98.72	
Over 20% of Profit	Yes	Yes	No	

PMT

	A	B	C	D
1	Amount	\$8,500	Term (months)	24
2	Term(yrs)	2		
3	Interest per annum	12.5%	Monthly Payment	\$402.11
4				

## Budget with loan payment

formulas

1						start time	0.581944444444444
2			<b>Gay's Company</b>			finish time	0.611805555555556
3						how long	=MINUTE(G2-G1)
4			<b>Three Monthly Budget</b>				
5							
6			<b>January</b>	<b>February</b>	<b>March</b>	<b>Totals</b>	
7	Bank Bal.	1500	1000	1000			
8							
9	<b>Income</b>						
10	Receipts	1758	1485	2120		=SUM(B10:D10)	
11	Interest	23	28	1000		=SUM(B11:D11)	
12	<b>Total In</b>	=SUM(B10:B11)	=SUM(C10:C11)	=SUM(D10:D11)		=SUM(B12:D12)	
13							
14	<b>Expens</b>						
15	Loan ca	=PMT(\$D\$3	=PMT(\$D\$3	=PMT(\$D\$3		=SUM(B15:D15)	
16	Property	800	800	800		=SUM(B16:D16)	
17	Sundry	1450	750	400		=SUM(B17:D17)	
18	Vehicle	80	1000	50		=SUM(B18:D18)	
19	<b>Total Ex</b>	=SUM(B15:B18)	=SUM(C15:C18)	=SUM(D15:D18)		=SUM(B19:D19)	
20							
21	<b>Profit</b>	=B7+B12-B19	=C7+C12-C19	=D7+D12-D19			
22							
23	Maximum	=MAX(B15:D18)					
24	Average of	=AVERAGE(B10:D10)					
25	Commissi	=IF(B21>=2000,B21*4%,0)	=IF(C21>=2000,C21*4%,0)	=IF(D21>=2000,D21*4%,0)			
26	Over 20%	=IF(B15>B21*20%,"Yes","No")	=IF(C15>C21*20%,"Yes","No")	=IF(D15>D21*20%,"Yes","No")			

## PMT

formulas

	A	B	C	D
1	Amount	8500	Term (months)	=B2*12
2	Term(yrs)	2		
3	Interest per annum	0.125	Monthly Payment	=PMT(B3/12,D1,-B1)
4				

## Budget with loan payment

	A	B	C	D	E	F	G	H	I
1						start time			
2						finish time			
3						how long it took	0		
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									

**Operator instructions:**

Key start time (use 24 hr clock with : between hrs and minutes)

Add first month name, fill across

Key in Bank Balance figures

Key in Income figures

Key in Expenses figures

(Loan calculation will have filled automatically)

Key finish time (using 24 hr clock as start time)

(Minute calculation will fill automatically)

Save the workbook as firstmonthname.xlsx eg June.xlsx in your Excel Spreadsheets folder

Print the active sheet to an Adobe file

Save with the default filename in your Excel Spreadsheets folder

## PMT

	A	B	C	D	E	F	G	H
1	Amount		Term (months)	0				
2	Term(yrs)							
3	Interest per annum		Monthly Payment	#NUM!				
4								
5								

**Operator Instructions:**

Key amount of loan

Key term (yrs)

Key Interest per annum

Go to Budget with Loan

Payment worksheet

## Budget with loan payment

	A	B	C	D	E	F	G
1						start time	15:08
2			<b>Gay's Company</b>			finish time	15:09
3						how long it took	1
4			<b>Three Monthly Budget</b>				
5							
6		June	July	August	Totals		
7	Bank Balance	1,200.00	1,000.00	1,500.00	3,700.00		
8							
9	<b>Income</b>						
10	Receipts from sales of goods	2,500.00	1,500.00	2,700.00	6,700.00		
11	Interest on Deposits	25.00	72.00	87.00	184.00		
12	<b>Total Income</b>	2,525.00	1,572.00	2,787.00	6,884.00		
13							
14	<b>Expenses</b>						
15	Loan calculation	97.22	97.22	97.22	291.66		
16	Property Rental	800.00	800.00	800.00	2,400.00		
17	Sundry Running Expenses	400.00	500.00	450.00	1,350.00		
18	Vehicle maintenance costs	100.00	55.00	75.00	230.00		
19	<b>Total Expenses</b>	1,397.22	1,452.22	1,422.22	4,271.66		
20							
21	<b>Profit</b>	2,327.78	1,119.78	2,864.78			
22							
23	Maximum expense	800.00					
24	Average of Receipts from sales of goods	2,233.33					
25	Commission	\$93.11	\$0.00	\$114.59			
26	Over 20% of Profit	No	No	No			

**Operator instructions:**  
Key start time (use 24 hr and minutes)

Add first month name, fill  
Key in Bank Balance figure  
Key in Income figures  
Key in Expenses figures  
(Loan calculation will have)

Key finish time (using 24  
(Minute calculation will fill)

Save the workbook as first  
xlsx in your Excel Spreadsheet

Print the active sheet to  
Save with the default file  
Spreadsheets folder

## PMT

	A	B	C	D	E
1	Amount	\$7,000	Term (months)	120	
2	Term(yrs)	10			
3	Interest per annum	11.2%	Monthly Payment	\$97.22	
4					
5					

Exercise 19

Budget yourname.xlsm - Excel

Budget with loan payment							
	A	B	C	D	E	F	G
1						start time	13:58
2			Gay's Company			finish time	14:41
3						how long it took	43
4			Three Monthly Budget				
5							
6		January	February	March	Totals		
7	Bank Balance	1,500.00	1,000.00	1,000.00			
8							
9	Income						
10	Receipts from sales of goods	1,758.00	1,485.00	2,120.00	5,363.00		
11	Interest on Deposits	23.00	28.00	1,000.00	1,051.00		
12	Total Income	1,781.00	1,513.00	3,120.00	6,414.00		
13							
14	Expenses						
15	Loan calculation	402.11	402.11	402.11	1,206.34		
16	Property Rental	800.00	800.00	800.00	2,400.00		
17	Sundry Running Expenses	450.00	750.00	400.00	1,600.00		
18	Vehicle maintenance costs	80.00	1,000.00	50.00	1,130.00		
19	Total Expenses	1,732.11	2,952.11	1,652.11	6,336.34		
20							
21	Profit	1,548.89	-439.11	2,467.89			
22							
23	Maximum expense	1,000.00					
24	Average of Receipts from sales of goods	1,787.67					
25	Commission	\$0.00	\$0.00	\$98.72			
26	Over 20% of Profit	Yes	Yes	No			
27							

Button to run  
the Macro you  
recorded

Format Expenses section

## Exercise 20

time and date calcs with macro.xlsm - Excel

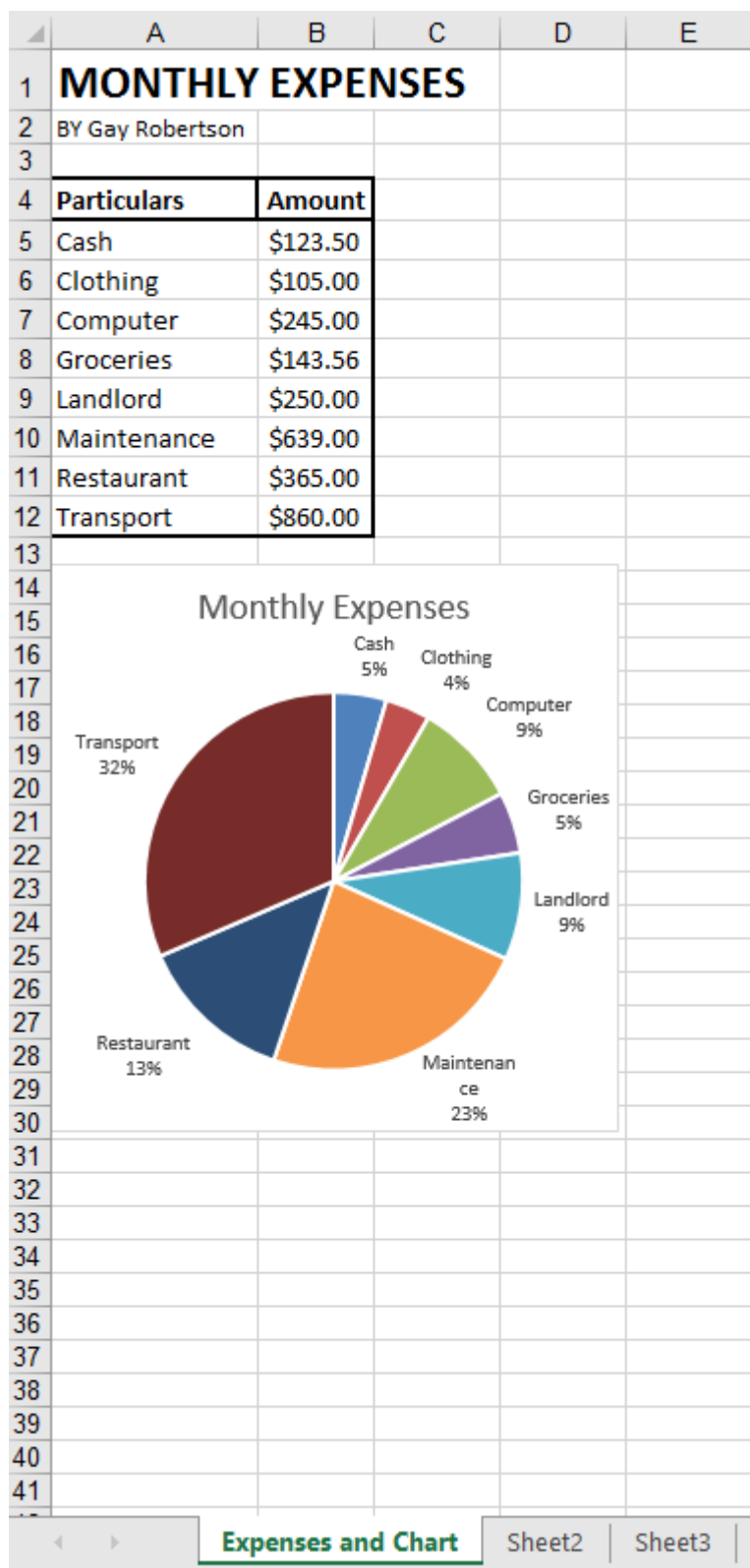
	A	B	C	D	E
1	Date	Chq_No	Particulars	Amount	3-Jul-2017
2	1-Apr-17	125361	Computer Shop	\$12.00	Low Cost
3	1-May-17	125370	Cash	\$23.50	Low Cost
4	5-May-17	125363	Cash	\$100.00	Low Cost
5	10-May-17	125368	Clothing Co	\$105.00	Low Cost
6	12-May-17	125374	Big Fresh	\$115.00	Low Cost
7	12-May-17	125371	HB Polytechnic	\$130.00	Low Cost
8	12-May-17	125362	Groceries	\$123.56	Low Cost
9	14-May-17	125373	Landlord	\$130.00	Low Cost
10	15-May-17	125369	Landlord	\$150.00	Low Cost
11	18-May-17	125382	Motor Co	\$160.00	Low Cost
12	20-May-17	125377	Motor Co	\$160.00	Low Cost
13	24-May-17	125380	Resene	\$189.00	Low Cost
14	28-May-17	125381	Restaurant	\$365.00	High Cost
15	30-May-17	125983	Sherwoods	\$540.00	High Cost
16	30-May-17	125375	Scott & Ricketts	\$450.00	High Cost
17					
18					
19					
20					
21					
22					

Sort, hide column, shade data  
DO NOT SAVE CHANGES

After running the macro - remember not to save the changes

	A	B	D	E	F
1	Date	Chq_No	Amount	3-Jul-2017	
2	30-May-17	125375	\$450.00	High Cost	
3	30-May-17	125983	\$540.00	High Cost	
4	28-May-17	125381	\$365.00	High Cost	
5	24-May-17	125380	\$189.00	Low Cost	
6	20-May-17	125377	\$160.00	Low Cost	
7	18-May-17	125382	\$160.00	Low Cost	
8	15-May-17	125369	\$150.00	Low Cost	
9	14-May-17	125373	\$130.00	Low Cost	
10	12-May-17	125362	\$123.56	Low Cost	
11	12-May-17	125371	\$130.00	Low Cost	
12	12-May-17	125374	\$115.00	Low Cost	
13	10-May-17	125368	\$105.00	Low Cost	
14	5-May-17	125363	\$100.00	Low Cost	
15	1-May-17	125370	\$23.50	Low Cost	
16	1-Apr-17	125361	\$12.00	Low Cost	
17					
18					
19					
20					
21					
22					
23					

Sort, hide column, shade  
data



Preview entire workbook

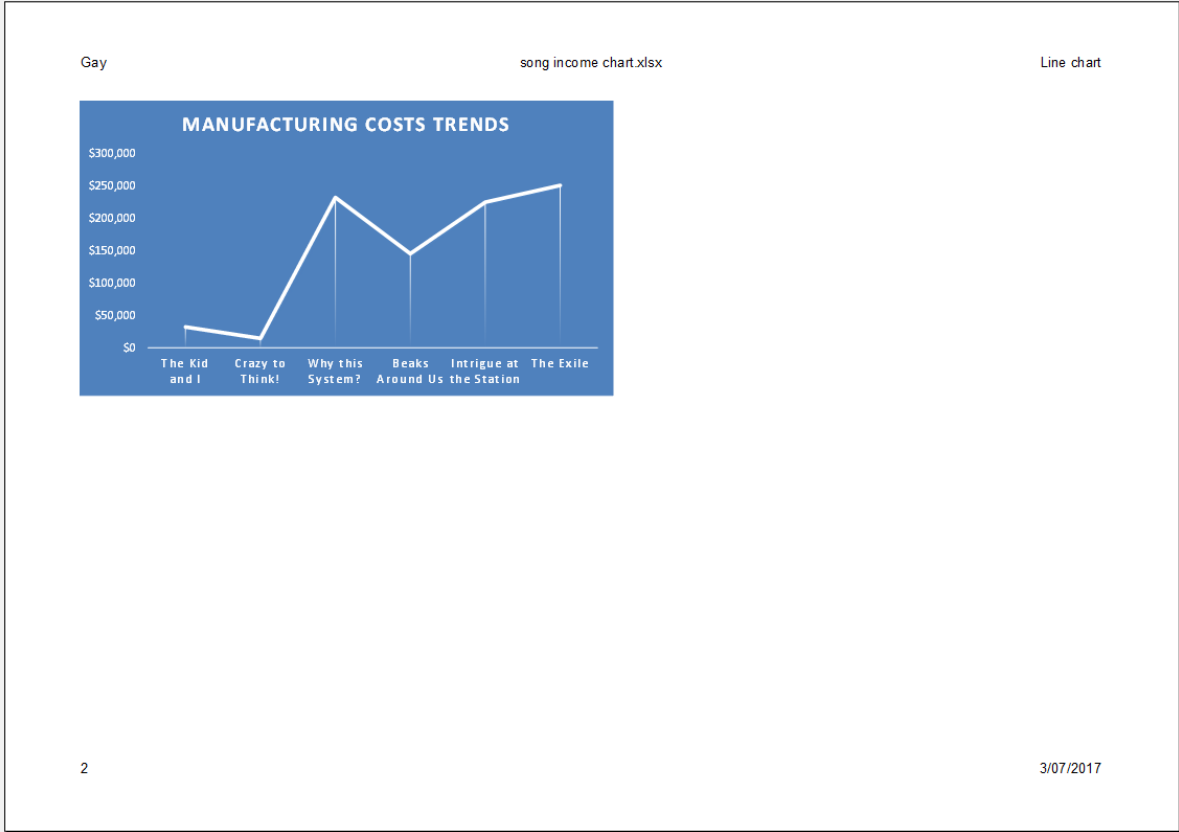
Page 1

Gay	song income chart.xlsx			Income Report
SONG INCOME REPORT				
COMPOSER: BROWNE				
SONG TITLE	NET SALES	ROYALTY	MANUF.COSTS	NET INCOME
The Kid and I	122,356.61	15,906.36	32,179.79	74,270.46
Crazy to Think!	54,667.92	7,106.83	14,377.66	33,183.43
Why this System?	885,443.91	115,107.71	232,871.75	537,464.45
COMPOSER: SMITH				
SONG TITLE	NET SALES	ROYALTY	MANUF.COSTS	NET INCOME
Beaks around Us	553,889.04	74,775.02	145,672.82	333,441.20
Intrigue at the Station	857,443.25	115,754.84	225,507.57	516,180.84
The Exile	956,441.89	129,119.66	251,544.22	575,778.02
REPORT TOTALS				
SONG TITLE	NET SALES	ROYALTY	MANUF.COSTS	NET INCOME
Browne	\$1,062,468.44	\$138,120.90	\$279,429.20	\$644,918.34
Smith	\$2,367,774.18	\$319,649.51	\$622,724.61	\$1,425,400.06
ROYALTY %				
Browne	13.0%	All songs		26.3%
Smith	13.5%			

1

3/07/2017

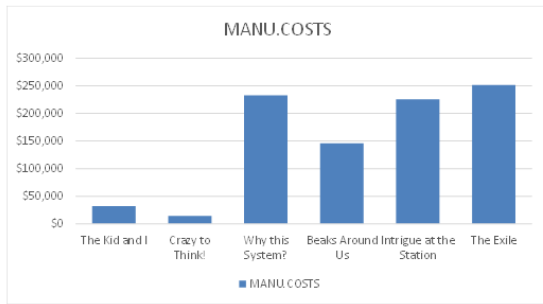
Page 2



Gay

song income chart.xlsx

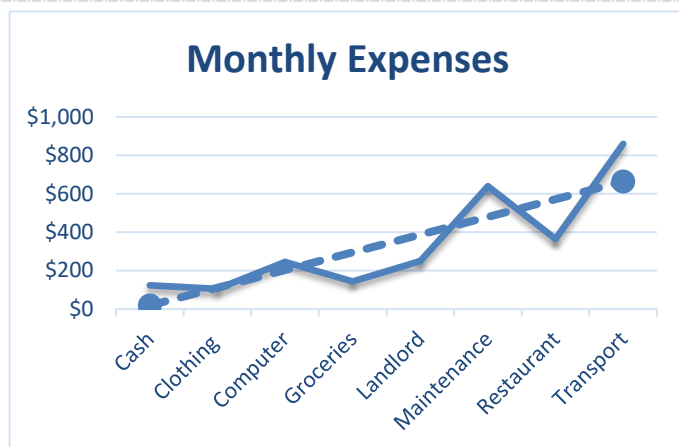
Chart



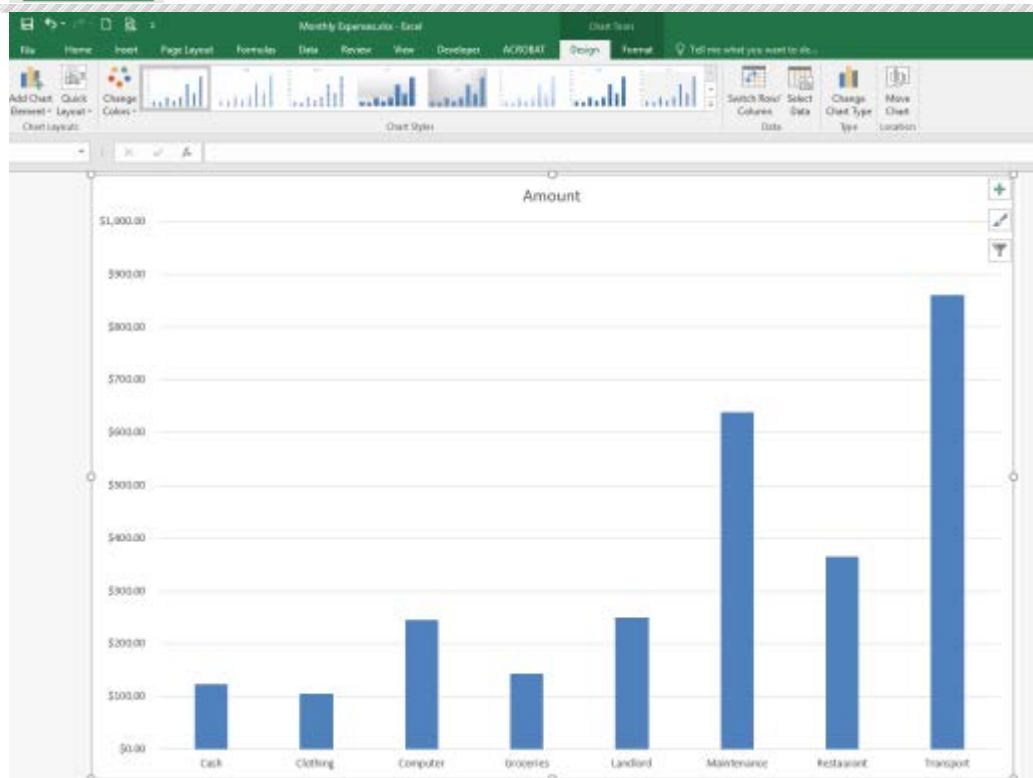
3

3/07/2017

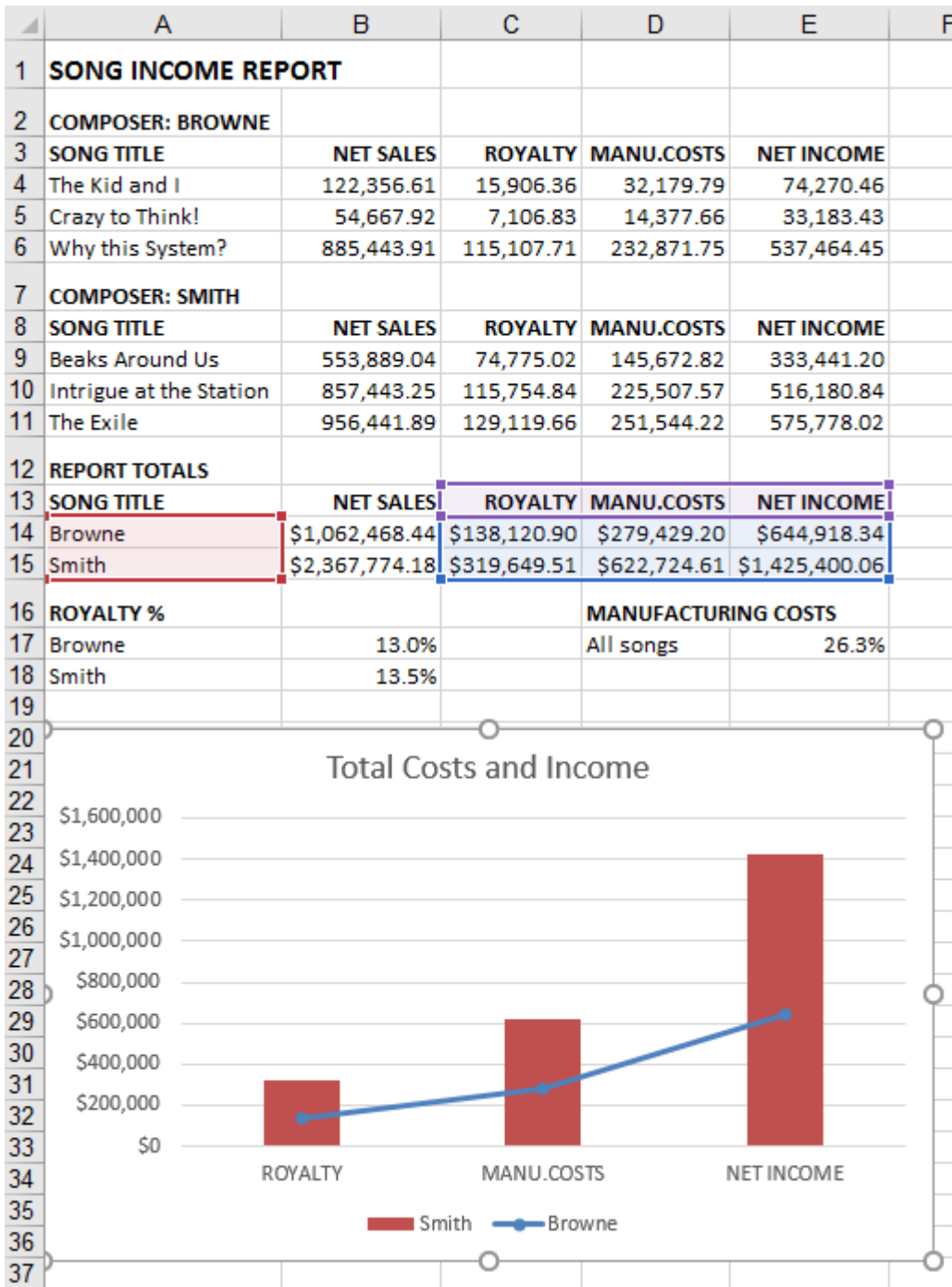
## line chart



## Chart1



## Income Report



## Preview entire workbook

Joseph Cronin Ltd.xlsm

3 month budget

## JOSEPH CRONIN LTD

	January	February	March	Quarter Total
<b>Revenue</b>				
Sales	\$232,898.00	\$432,989.80	\$765,998.60	\$1,431,886.40
Other	\$1,232.93	\$3,265.81	\$2,145.99	\$6,644.73
<b>Total Revenue</b>	<b>\$234,130.93</b>	<b>\$436,255.61</b>	<b>\$768,144.59</b>	<b>\$1,438,531.13</b>
<b>Expenses</b>				
Administrative	\$39,802.26	\$74,163.45	\$130,584.58	\$244,550.29
Manufacturing	\$88,969.75	\$165,777.13	\$291,894.94	\$546,641.83
Marketing	\$37,460.95	\$69,800.90	\$122,903.13	\$230,164.98
Property	\$25,754.40	\$47,988.12	\$84,495.90	\$158,238.42
Repairs & Maintenance	\$18,730.47	\$34,900.45	\$61,451.57	\$115,082.49
<b>Total Expenses</b>	<b>\$210,717.84</b>	<b>\$392,630.05</b>	<b>\$691,330.13</b>	<b>\$1,294,678.02</b>
<b>Net Income</b>	<b>\$23,413.09</b>	<b>\$43,625.56</b>	<b>\$76,814.46</b>	<b>\$143,853.11</b>

**Budget % Values**

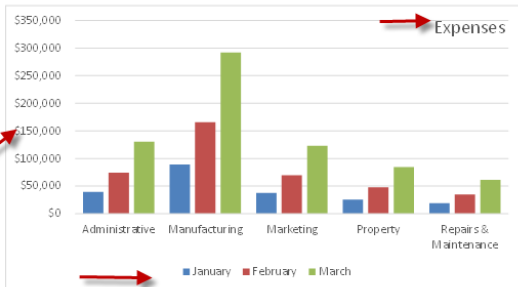
Administrative	17%
Manufacturing	38%
Marketing	16%
Property	11%
Repairs & Maintenance	8%

Date created 4/07/2017  
Due again 2/10/2017

1

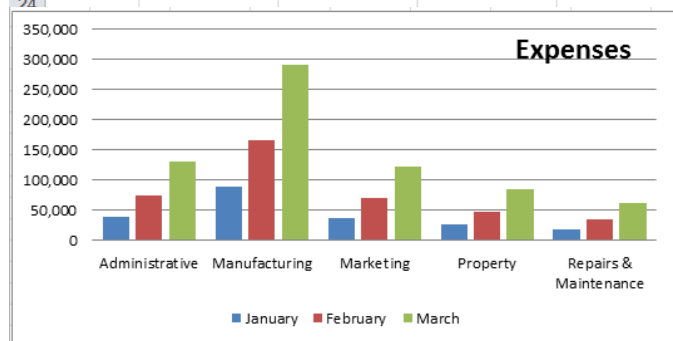
Joseph Cronin Ltd.xlsm

Expenses Chart



2

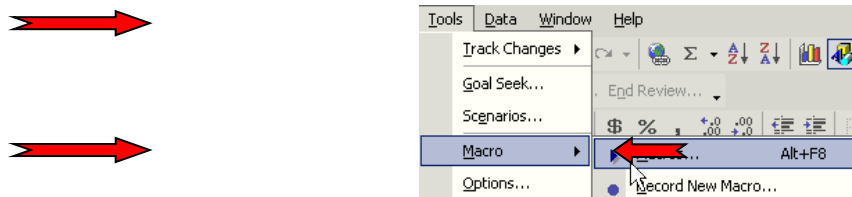
	A	B	C	D	E
1	<b>JOSEPH CRONIN LTD</b>				
2		<b>January</b>	<b>February</b>	<b>March</b>	<b>Quarter Total</b>
3	<b>Revenue</b>				
4	Sales	232898	432989.8	765998.6	=SUM(B4:D4)
5	Other	1232.93	3265.81	2145.99	=SUM(B5:D5)
6	<b>Total Revenue</b>	=SUM(B4:B5)	=SUM(C4:C5)	=SUM(D4:D5)	=SUM(B6:D6)
7					
8	<b>Expense</b>				
9	Administrative	=B\$6*\$B19	=C\$6*\$B19	=D\$6*\$B19	=SUM(B9:D9)
10	Manufacturing	=B\$6*\$B20	=C\$6*\$B20	=D\$6*\$B20	=SUM(B10:D10)
11	Marketing	=B\$6*\$B21	=C\$6*\$B21	=D\$6*\$B21	=SUM(B11:D11)
12	Property	=B\$6*\$B22	=C\$6*\$B22	=D\$6*\$B22	=SUM(B12:D12)
13	Repairs & Maintenance	=B\$6*\$B23	=C\$6*\$B23	=D\$6*\$B23	=SUM(B13:D13)
14	<b>Total Expense</b>	=SUM(B9:B13)	=SUM(C9:C13)	=SUM(D9:D13)	=SUM(B14:D14)
15					
16	<b>Net Income</b>	=B6-B14	=C6-C14	=D6-D14	=E6-E14
17					
18	<b>Budget'</b>			Date created:	40990
19	Admini	0.17			
20	Manufa	0.38			
21	Marketi	0.16		Due again:	=E18+90
22	Proper	0.11			
23	Repair	0.08			



Extra : Macro – what is macro code?

After recording the macro, and checking that it runs, you can take a look at the macro code

☞ on Tools, Macro, Macros



☞ on macro name  ☞ on

Visual Basic code will appear –

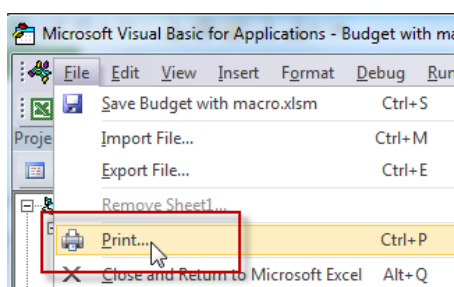
This is the way Excel records the steps you have taken when recording the macro

Visual Basic Code	What it is doing!!!
<pre>Sub Print_Expenses_Section() ' ' Print_Expenses_Section Macro ' Macro recorded 14/01/2007 by Gay Robertson to print ' the expenses section of the current workbook ' ' Keyboard Shortcut: Ctrl+Shift+P</pre>	<p>Macro name</p> <p>Description</p> <p>Shortcut key</p>
<pre>Sheets("Budget with loan payment").Select</pre>	<p>Go to sheet</p>
<pre>Range("A14:E19").Select</pre>	<p>Select range</p>

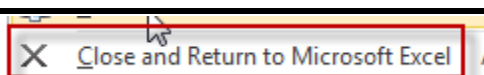
Continued on next page

Visual Basic Code	What it is doing!!!
<pre> With Selection.Font     .Name = "Franklin Gothic Book"     .Strikethrough = False     .Superscript = False     .Subscript = False     .OutlineFont = False     .Shadow = False     .Underline = xlUnderlineStyleNone     .ColorIndex = xlAutomatic End With </pre>	Change Font type
<pre> With Selection.Font     .Name = "Franklin Gothic Book"     .Size = 14     .Strikethrough = False     .Superscript = False     .Subscript = False     .OutlineFont = False     .Shadow = False     .Underline = xlUnderlineStyleNone     .ColorIndex = xlAutomatic End With </pre>	Change font size
<pre> Selection.Columns.AutoFit </pre>	Autofit selected columns
<pre> Selection.PrintOut Copies:=1, Collate:=True </pre>	Print selection

Print out macro documentation,  on File, Print,  on OK



 on



to close out of EDIT and return to worksheet