



Course: _____
 Name: _____
 Date: _____

Section: _____
 Student#: _____

BUS 140 Sales Rep Assignment (2%)

You have been hired by CC Industries Inc. as a manager of sales representatives. Your sales reps travel frequently, and they are allowed to claim a certain amount per day for food, accommodation, and phone calls (depending on how long they have been away), and can also claim mileage expenses. Your task is to calculate their overall expenses, chart them, and forecast the expenses for next year.

Work through the assignment step by step. Marks will be deducted as follows: 5% for each minor error (typos, incorrect formatting, etc.); 10% for each major error (incorrect formula, incorrect use of absolute/relative references, etc.); 25% for missing components (missing printouts, missing gridlines and row and column headings on formulae printout, etc.).

Save frequently as you work through the assignment. For all calculated values, use formulas with relative or absolute references and rounding wherever appropriate.

1. Begin a new workbook in Excel; save the file as **BUS 140 SEC00X CC FnameLname.xlsx**
2. Delete Sheet2 and Sheet3. Rename Sheet1 to January.
3. Set up the following worksheet. Check your layout, spelling, and data entry.

CC Industries Inc.
 Monthly Travel Expenses

Expense Reimbursement Rates

Room: \$110.00 per day
 Food: \$42.75 per day
 Mileage: \$0.47 per kilometer
 Phone: \$5.75 per day if away **more** than 3 days
 Annual increase: 3%

Fname	Lname	Days	Kilometers	Room	Food	Mileage	Phone	Total Reimbursement
Dave	Williams	7	84.5					
Gary	Johnson	9	3.0					
Kristy	Law	4	17.5					
Mary	Wong	6	138.0					
Lesley	Brown	12	303.5					
Gary	Wynne	2	232.0					
Ivy	Bholup	0	373.5					
Karen	Anderson	4	501.0					
Jane	Samuels	5	132.0					
Jan	Graham	4	104.5					
Nicola	Franklin	3	342.0					
Totals:								
Minimums:								
Maximums:								
Averages:								

4. Calculate the reimbursements for Room, Food, Mileage, and Phone. Use absolute references and rounding where appropriate.
5. Determine the Total Reimbursement for each person, and also the totals, minimums, maximums, and averages at the bottom.
6. In order to budget for next year, we will assume a 3% increase in the overall expenses. On the January sheet, after the Total Reimbursement column, label a column Estimated Totals for Next Year. Calculate next year's estimated totals for each person.

7. Reformat all currency values to Currency format with 2 decimal places.
8. Make the column widths for Room, Food, Mileage, and Phone identical.
9. Format the heading FName as Bold, Blue, Verdana, 9 point.
10. Use the Format Painter to copy the font for FName to the rest of the headings in that row.
11. Format the heading Total Reimbursement to wrap if necessary.
12. Select the headings Days, Kilometers, Room, Food, Mileage, and Phone, and format them to be angled at 60 degrees.
13. Undo the previous command (so there are no headings at an angle).
14. Insert a row after CC Industries Inc. and enter today's date and time with a function.
15. Insert a row after CC Industries Inc. and enter your first name and last name on separate lines within the same cell.
16. Centre the heading CC Industries Inc. across the worksheet.
17. Format the cell containing the heading Expense Reimbursement Rates to a yellow background and bold red text. Wrap the text in this cell. Adjust the column width as necessary.
18. Format the worksheet as you see fit, but apply at least one example each of the following: Font size, bold, font colour, fill colour, and borders.
19. Insert two rows below Gary Johnson.
20. Add the following data:

Alice	Benson	1	41.5
Larry	Smith	9	117.0

21. Ensure that all formulae have been copied and updated as necessary.
22. Edit the cell that reads "Monthly Travel Expenses" to read "January Travel Expenses".
23. Delete the entire row containing Mary Wong's information.
24. Hide the row containing Karen Anderson's information
25. Select the cells containing the first names by using the mouse.
26. Select the cells containing the last names by using the keyboard.
27. Remove all formatting from the cells containing the heading Expense Reimbursement Rates.
28. Create an appropriate chart comparing the number of travel days for each employee. Use only the first names. Include titles and data labels. Put the chart in a new worksheet called January Travel Chart. Change the colour of the data series. Make the plot area white. Remove the legend.
29. Create a 3D pie chart showing the percentage breakdown of expenses (for Room, Food, Mileage, and Phone) for Lesley Brown for January. Place this chart in the January worksheet. Size it appropriately. Rotate the chart so that the mileage piece is at the front.
30. Create a stacked bar chart comparing the Room, Food, Mileage, and Phone expenses for each employee. Use only the first names. Put the chart in a new worksheet called January Expenses Chart.
31. Change the tab colour of the January worksheet to blue.
32. In the January worksheet, insert a comment into the Room Reimbursement Rate cell which reads "Room Reimbursement Rate will increase to \$130 beginning in March."
33. Unhide the row containing Karen Anderson.
34. In the January worksheet, draw a circle around the kilometers figure for Karen Anderson. Put an arrow pointing to this circle, and include a text box stating "Nearest motel was 45 kilometers from the job site."
35. Add a Industries related ClipArt image to the January worksheet, and size it appropriately.
36. Set up the worksheet to print centered horizontally and vertically, with the results fitting on one landscape page, with your name and page numbers in a footer. Print the January worksheet. There should be no gridlines on this printout.
37. Set up the worksheet to print again, this time with gridlines, and showing the formulae and the row and column headings. Ensure that all the formulae are legible (even if it means printing on two pages). Print the January worksheet.
38. Print the January Travel Chart and the January Expenses Chart.
39. Staple this assignment page to your printouts and submit them to your instructor's drop box. Submit the file **BUS 140 SEC00X CC FNameLname.xlsx** to your instructor's ~inbox.