



Course: _____

Section: _____

Name: _____

Student#: _____

Date: _____

BUS 140 Williams Auto Exercise (2%)

Williams Auto Sales

You are a car salesperson for Williams Auto Sales and you sell cars in BC, Alberta, Saskatchewan, and Ontario. Your manager requires you to prepare a monthly sales report showing your total sales. This report will list all car sales for the month of January. You will create a summary area which will include highest price, lowest price, total count and other statistics.

Work through the exercise 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.).

For all calculated values, use formulas with relative or absolute references and rounding wherever appropriate. Check that your formula results match those shown at the end of the assignment.

1. Create a folder on your H: drive named **BUS140 Williams Auto Fname Lname**. (Use your first and last names in place of Fname Lname.)
Start Excel. Type the data shown in Figure 1 into your worksheet. Pay particular attention to enter the data in the specified cells.
Save the file as **Auto Sales Fname Lname Ver 1**.
2. Enter the following formulae (copy the formulas as appropriate):
Enter a formula to calculate the selling price less trade-in (Subtotal column).
Enter a formula using VLOOKUP to calculate the Tax Rate (Hint: Refer to the table with tax rates in H16:I19.)
Enter a formula to calculate the Taxes owing based on the Subtotal and the Tax Rate.
Enter a formula to calculate the total amount financed.
Enter a formula to calculate the monthly payment. (Hint: Use the PMT function.) The term of the loan is 5 years. See cell C24.
Enter a formula to calculate the Commission based on the Selling Price. Use an absolute reference to the Commission rate.
Save the file as **Auto Sales Fname Lname Ver 2**.
3. Enter the following formulae:
In cell C15, enter a formula to calculate the Total Sales before taxes (Hint: Use Selling Price column). Use appropriate functions to compute the rest of the statistics indicated: Total Sold, Highest Price, Lowest Price, Average Interest Rate, Total Commission.
In cell C23, use the IF function to calculate your bonus based on total sales. (Parameters: Bonus of \$5,000 if total sales are greater than or equal to \$150,000; \$0 Bonus if total sales less than \$150,000.)
Using a function, insert today's date in cell A25. Format it as you see fit. Enter your name in A26.
Save the file as **Auto Sales Fname Lname Ver 3**.

- Make the following enhancements to the worksheet:
 Highlight with colour the row of the most expensive car (based on selling price).
 Enter the following comment in A11: "My favourite car".
 Insert an appropriate ClipArt image.
 Save the file as **Auto Sales Fname Lname Ver 4**.
- Format the completed worksheet attractively and consistently:
 Center the title and format the headings.
 Use currency and percentage where appropriate.
 Ensure all currency values have the same number of decimal places.
 Adjust column widths so all currency columns are the same width.
 Right align headings above numbers, and wrap the headings as necessary.
 Your completed worksheet should look similar to Figure 2.
 Save the file as **Auto Sales Fname Lname Ver 5**.
- Two printouts are required:
 Print the formatted worksheet with the displayed values (no gridlines, no row and column headings), ensuring it fits on one landscape page.
 Print the cell formulas with the gridlines and row and column headings shown. (Ensure all formulae are visible before printing, even if it means adjusting the column widths.)
- Staple these assignment pages on top of your printouts and submit them to your instructor's drop box. Submit the file **BUS140 Willams Auto Fname Lname** folder containing all files to your instructor's ~inbox.

Figure 1: Initial Data

	A	B	C	D	E	F	G	H	I	J	K
1	Williams Auto Sales										
2	January Sales Report										
3	Commission Rate	1.25%									
4											
5	Cars Sold	Province	Selling Price	Trade In	Subtotal	Tax Rate	Taxes	Total Financed	Interest Rate	Monthly Payment	Commission
6	Odyssey	BC	\$30,290.00	\$5,000.00					5%		
7	Taurus	ON	\$15,670.00	\$0.00					7%		
8	Cougar	AB	\$18,340.00	\$3,000.00					9%		
9	Accord	BC	\$21,900.00	\$10,000.00					7%		
10	Caravan	SK	\$18,950.00	\$4,900.00					4%		
11	Excalibur	SK	\$24,360.00	\$0.00					8%		
12	Sonata	AB	\$17,980.00	\$0.00					5%		
13	Camry	AB	\$20,460.00	\$5,600.00					7%		
14											
15	Total Sales								Province	Taxes	
16									AB	5%	
17	Total Sold								BC	12%	
18	Highest Price								ON	13%	
19	Lowest Price								SK	12%	
20	Average Interest Rate										
21	Total Commission										
22											
23	Bonus										
24	Loan Term (Months)		60								
25		date									
26	Your Name										
27											

Figure 2: Completed Worksheet

	A	B	C	D	E	F	G	H	I	J	K
1	Williams Auto Sales										
2	January Sales Report										
3	Commission Rate	1.25%									
4											
5	Cars Sold	Province	Selling Price	Trade In	Subtotal	Tax Rate	Taxes	Total Financed	Interest Rate	Monthly Payment	Commission
6	Odyssey	BC	\$30,290.00	\$5,000.00	\$25,290.00	12%	\$3,034.80	\$28,324.92	5.0%	\$534.53	\$378.63
7	Taurus	ON	\$15,670.00	\$0.00	\$15,670.00	13%	\$2,037.10	\$17,707.23	7.0%	\$350.62	\$195.88
8	Cougar	AB	\$18,340.00	\$3,000.00	\$15,340.00	5%	\$767.00	\$16,107.05	9.0%	\$334.36	\$229.25
9	Accord	BC	\$21,900.00	\$10,000.00	\$11,900.00	12%	\$1,428.00	\$13,328.12	6.5%	\$260.78	\$273.75
10	Caravan	SK	\$18,950.00	\$4,900.00	\$14,050.00	12%	\$1,686.00	\$15,736.12	4.0%	\$289.80	\$236.88
11	Excalibur	SK	\$24,360.00	\$0.00	\$24,360.00	12%	\$2,923.20	\$27,283.32	8.0%	\$553.21	\$304.50
12	Sonata	AB	\$17,980.00	\$0.00	\$17,980.00	5%	\$899.00	\$18,879.05	4.5%	\$351.96	\$224.75
13	Camry	AB	\$20,460.00	\$5,600.00	\$14,860.00	5%	\$743.00	\$15,603.05	6.5%	\$305.29	\$255.75
14											
15	Total Sales		\$167,950.00						Province	Taxes	
16									AB	5%	
17	Total Sold		8						BC	12%	
18	Highest Price		\$30,290.00						ON	13%	
19	Lowest Price		\$15,670.00						SK	12%	
20	Average Interest Rate		6.3%								
21	Total Commission		\$2,099.39								
22											
23	Bonus		\$5,000.00								
24	Loan Term (Months)		60								
25		date									
26	Your Name										
27											

