

Do this Learning practice and hand in for credit.

A	B	C	D	E	F	G
1	INVENTORY					
2	NAME	QUANTITY IN STOCK	COST	RETAIL PRICE	VALUE OF INVENTORY	ORDER OR NOT
3	BOLT	150	0.25	=D3*2	=C3*E3	=IF(C3<50,order,not)
4	WASHER	25	0.05			
5	FLANGE	56	2.25			
6	PIN	10	3.56			
7		=SUM(C3:C6)				

Type in formulas (pointing method is better which I demo)

Click the fx button to find the IF formula, fill in the boxes in the wizard window.

Click on a blank cell. Click on Fx button type if hit Enter. Click on help

with this formula and read for understanding of this formula.

Right click sheet tab 2 and rename it Report

In cell C7 sum the four cells above it. Use autosum button

In cell A1 of the Report sheet type = then click on sheet 1 then in cell C7 and hit Enter. This is what is called a 3D reference.

The Payment formula is `=PMT(RATE,NPER, PV,FV)`

Buying a car what is payment

-137.41	3.00%	36	3000
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9 formula looks like this `=PMT(D9,F9, G9,0)`

ABSOLUTE REFERENCES are made with a \$ in the formula which means "keep it on the money" which means keep it always at this address

Relative References are in column C. Absolute References in Col D.

A	B	C	D	E	F
11	DATE	PRICE	buy early discount	same using absolute	PERCENT
12	10/04/99	10	=C12*F12	=C12*\$F\$12	3.00%
13	11/04/99	20	=C13*F13	=C13*\$F\$12	
14	12/04/99	30	=C14*F14	=C14*\$F\$12	
15	01/04/00	40	=C15*F15	=C15*\$F\$12	

Make this table and describe why results were different in col C & D.

VLOOKUP looks up items from a table saving you time. Lets say your company has a hundred representatives for customers. Rather than you opening up a book and going thru the pages you could just type in the customer and VLOOKUP will find it.

17	CUSTOMER	REP	call about	quick lookup
18	K MART	Sue Sweet	Walmart	=VLOOKUP(E18,B17:C24,2,0)
19	MEIJER	Sam Spade	BIG LOTS	Lisa Brown
20	TARGET	Bob Jones	MOOSEJAW	Al Miller
21	HUDSONS	Lou Smith	TARGET	Bob Jones
22	MOOSEJAW	Al Miller	MEIJER	Sam Spade
23	BIG LOTS	Lisa Brown	HUDSONS	Lou Smith
24	Walmart	Tom Young	K MART	Sue Sweet

Read the help description for better understanding of these formulas.

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