CAS 171 – Intermediate Excel

Handout #1 – WizardWorks

Data File needed for this Assignment: **Wizard.xlsx**

WizardWorks

Andrew Howe owns and operates WizardWorks, an online seller of fireworks based in Franklin, Tennessee. Andrew wants you to help him develop an order form for his business. The form needs to contain formulas to calculate the charge for each order. The total charge is based on the quantity and type of items ordered plus the shipping charge and the 5 percent sales tax. Orders can be shipped using standard 3- to 5-day shipping for $3.99 or overnight for $10.99. Andrew is also offering a 4 percent discount for orders that exceed $200. Both the shipping option and the discount need to be calculated using formulas based on values entered into the worksheet. Complete the following:

1. Open the **Wizard** workbook located in your data files and then save the workbook as **WizardWorks Order Form.**
2. In the Documentation sheet, enter your name in cell B3 and enter the date in cell B4.
3. In the Order Form worksheet, in cell C4, enter the customer name, **Kevin Kemper**. In cell C6 enter the order number, **28314**. In the range C9:C13, enter the following address:

Address 1:	**315 Avalon Street**
City:	**Greenfield**
State:	**IN**
Zip:	**46140**

4. In cell C5, enter a function that displays the current date.
5. In the range B20:E22, enter the following orders:

Item	Name	Price	Qty
BF001	**Bucket of Fireworks**	**$45.75**	**1**
NAF	**Nightair Fountain**	**$12.95**	**4**
MR20B	**Mountain Rockets (Box 20)**	**$55.25**	**2**

6. In cell C15, enter **overnight** to ship this order overnight.
7. In cell F20, enter an IF function that tests whether the order quantity in cell E20 is greater than 0 (zero). If it is, return the value of cell E20 multiplied by cell D20; otherwise, return no text by entering "". AutoFill this formula into the range F21:F25.
8. In cell F27, calculate the sum of the values in the range F20:F25.
9. In cell F28, enter an IF function that tests whether cell F27 is greater than 200. If it is, return the value of cell F27 multiplied by the discount percentage in cell F12; otherwise, return the value 0 (zero).
10. In cell F29, subtract the discount value in cell F28 from the subtotal value in cell F27.
11. In cell F31, calculate the sales tax by multiplying the after discount value in cell F29 by the sales tax percentage, 0.05.
12. In cell F32, determine the shipping charge by entering an IF function that tests whether cell C15 equals "standard". If it does, return the value in cell F9; otherwise, return the value in cell F10.
13. In cell G32, display the value of cell C15.
14. In cell F34, calculate the total of the after discount value, the sales tax, and the shipping fee.
15. Reduce the quantity of Mountain Rockets boxes from 2 to **1**, and then verify that the discount is changed to 0 for the order.
16. Change the shipping option from overnight to **standard**, and then verify that the shipping fee is changed to the fee for standard shipping
17. Save and close the workbook and submit the finished workbook to your instructor, either in printed or electronic form as requested.