

## Bài tập theo objective 4

### Bài 1

- Open the Excel\_4-1a workbook and do the following:
  - ❑ On the Multiplication Table worksheet, create a formula in cells B2:T20 to complete the multiplication table of the numbers 1 through 20.
  - ❑ Save the Excel\_4-1a workbook. Open the Excel\_4-1a\_results workbook, and compare the two workbooks to check your work. Then close the open workbooks.
- Open the Excel\_4-1b workbook and do the following:
  - ❑ On the Summary worksheet, display the total sales for each period in cells B2:B5 by referencing the corresponding worksheets.
  - ❑ Save the Excel\_4-1b workbook. Open the Excel\_4-1b\_results workbook, and compare the two workbooks to check your work. Then close the open workbooks.
- Open the Excel\_4-1c workbook, display the Seasonal worksheet, and do the following:
  - ❑ In cell B18, create a formula that returns the number of non-empty cells in the Period range.
  - ❑ In cell C18, create a formula that returns the average value in the Sales range.
  - ❑ In cell D5, create a formula that returns the lowest Sales value for the Fall period.
- On the Sales By Category worksheet, do the following:
  - ❑ In cells C95, C101, and C104, calculate the sales total for each category by using a relative cell range reference.
  - ❑ In cell C86, calculate the Cacti sales total, using an absolute cell range reference.
- On the Sales By Region worksheet, create formulas to do the following:
  - ❑ Create subtotals of sales amounts first by *Period* and then by *Region*.
  - ❑ Find the average sales by *Period* and then by *Region*.
  - ❑ Find the maximum and minimum values by *Period* and then by *Region*.
- Save the Excel\_4-1c workbook.
- Close the open workbooks.

### Bài 2

- Open the Excel\_4-2 workbook. On the Expense Statement worksheet, do the following:
  - ❑ Select cell C25 and review the formula, which uses the AND function to determine whether the Entertainment total is less than \$200.00 *and* the Misc. total is less than \$100.00.
  - ❑ Select cell C26 and review the formula, which uses the OR function to determine whether the Entertainment total is more than \$200.00 *or* the Misc. total is more than \$100.00.
  - ❑ In cell C27, use the IF function to display the text “Expenses are okay” if C25 evaluates to TRUE and “Expenses are too high” if C25 evaluates to FALSE.
  - ❑ In cell C28, use the IF function to display the text “Expenses are okay” if C26 evaluates to

NOT TRUE and “Expenses are too high” if C26 evaluates to NOT FALSE.

☐ To check your work, increase the Entertainment expenses by entering 100 in cell H13.

☐ In cell G28, use the COUNTIF function to return the number of cells in the range D10:I19 that contain values greater than zero.

➤ Save the Excel\_4-2 workbook.

➤ Close the open workbooks.

### **Bài 3**

➤ Open the Excel\_4-3 workbook, display the Book List worksheet, and do the following:

☐ In the File By column, create a function that inserts the first letter of the author’s last name.

☐ In the Locator column, create a function that insert the author’s area code (the first three digits of the phone number).

☐ In the Biography column, use the CONCAT() function to insert text in the form Joan Lambert is the author of Microsoft Word 2016 Step by Step, which was published by Microsoft Press in 2016. (Including the period).

➤ Save the Excel\_4-3 workbook.

➤ Close the open workbooks.