

# Microsoft Office Excel 2007

## Case | Wizard Works

Andrew Howe owns and operates Wizard Works, an online seller of fire-works based in Franklin, Tennessee. Andrew wants you to help him use Excel to 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% sales tax. Orders can be shipped using standard 3 to 5 day shipping for \$4.99 or overnight for \$12.99. Andrew is also offering a 3% discount for orders that exceed \$200.00. 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 the **SeaJte drive\Excel 2007** folder.
2. Save this workbook into your personal drive and name it **Wizard Works Order Form**.
3. In the **Documentation** sheet, enter your name in cell **B3** and date in cell **B4**.
4. In the **order Form** worksheet, in cell **C4**, enter the customer name, **Kevin Kemper**.
5. In cell **C6**, enter the order number, **31528**.
6. In the range **C9:C13**, enter the following:

Address 1:	<b>418 Alcorn Lane</b>
City:	<b>Greenfield</b>
State:	<b>IN</b>
Zip:	<b>46140</b>
7. In cell **C5**, enter function **=Today()** to displays the current date.
8. In the range **B20:E22**, enter the following orders:

<u>Item</u>	<u>Name</u>	<u>Price</u>	<u>Qty</u>
<b>BF005</b>	<b>Bucket of Fireworks</b>	<b>\$42.50</b>	<b>1</b>
<b>F128</b>	<b>Night air Fountain</b>	<b>\$9.95</b>	<b>3</b>
<b>R315</b>	<b>Mountain Rockets (Box 20)</b>	<b>\$49.50</b>	<b>3</b>
9. In cell **C15**, enter **Overnight** to ship this order overnight.
10. 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 **E20** multiplied by **D20**; otherwise, return no text by entering **""**.
11. Auto fill this formula into the range **F21:F25**.
12. In cell **F27**, calculate the sum of the values in the range **F20:F25**.
13. In cell **F28**, enter an **IF function** that tests whether cell **F27** is greater than **200**. If it is, return the negative value of **F27** multiplied by the discount percentage in cell **F12**; otherwise return the value **0**.
14. In cell **F29**, add the subtotal from cell **F27** and the discount value from cell **F28**.
15. In cell **F31**, calculate the sales tax by multiplying the after discount value in cell **F29** by the sales tax percentage, **0.05**.
16. 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**.
17. In cell **F34**, calculate the total of the after discount value, the sales tax, and the shipping fee.
18. Reduce the quantity of Mountain Rockets boxes from **3** to **2**, and then verify that the discount is changed to **0** for the order.
19. Change the shipping option from **overnight** to **Standard**, and they verify that the shipping fee is changed to the fee for standard shipping.
20. Go to the class website, open the answer key for this assignment and compare your work with the answer key.
21. Once you compare and make corrections, save your workbook and email it to your instructor as an attachment: **Yonas8314@gmail.com**