## Excel Intermediate - Homework, Class #2

## Sorting and SUMIF

1. Open **Excel Intermediate HW2.xlsx.**
2. Click the **Sales Data** tab.
3. Select all the data and copy and paste it on a new sheet.
4. Name the new sheet Sales by Region.
5. Sort the data on this sheet by region, A-Z
6. Create another new sheet, paste the data again, and name the sheet Sales by Rep.
7. Sort the data on this sheet by rep, A-Z.
8. Switch to the Sales by Region tab and type the following:
* Cell I2: Central Sales
* Cell I3: East Sales
* Cell I4: West Sales
1. Use the SUMIF function do the following:
* In J2, calculate the total Central Sales.
* In J3, calculate the total East Sales.
* In J4, calculate the total West Sales.

## IF Function #1

1. Open **Excel Intermediate HW2.xlsx.**
2. Click the **Invoice Test** tab.
3. Enter an IF statement in D2 to test whether the amount received is the same as the amount of the invoice.
4. If the amount is the same, the cell in Col. D should say “OK.”
5. If the amount is incorrect, the cell in Col. D should say “Wrong Amount".
6. Edit the IF statement so that correct amounts leave the cell in Column D blank.

## IF Function #2

1. Open **Excel Intermediate HW2.xlsx.**
2. Click the **Bonuses** tab.
3. Calculate who gets a bonus based on the following conditions.
* an attendance record of more than 90%
* a review score of at least 90%
* at least one commendation
1. Display the word "Bonus" in column E for the employees who will receive one.
2. Use conditional formatting to format the cells with the word "Bonus" as yellow text on a green background.

## VLOOKUP

1. Open **Excel Intermediate HW2.xlsx.**
2. Click the **Orders** tab.
3. Use the VLOOKUP function to display the **Name** in H3 and the **Amount** in H4 when you type **the Order Number** in H2.
4. Set the option in the VLOOKUP function to find an exact match.
5. Use the IFERROR function to display “Not found” if you type an order number that is not in the list.