

**Illustrated** Excel 2013

Unit E: SAM Project 1a

Northwest Hospital

Analyze worksheet data using formulas

Project Goal

M Project Name

Project Goal

# PROJECT DESCRIPTION

Juan Veinot is the HR Director at Northwest Hospital. His assistant has sent him a workbook containing the HR data for the Clinic and Emergency Departments and expansion data for a new hospital wing. He has asked you to help analyze this data using different formulas.

# GETTING STARTED

* Download the following file from the SAM website:
	+ **IL\_Excel2013\_UE\_P1a\_*FirstLastName*\_1.xlsx**
* Open the file you just downloaded and save it with the name:
	+ **IL\_Excel2013\_UE\_P1a\_*FirstLastName*\_2.xlsx**
	+ *Hint:* If you do not see the **.xlsx** file extension in the Save file dialog box, do not type it. Excel will add the file extension for you automatically.
* With the file **IL\_Excel2013\_UE\_P1a\_*FirstLastName*\_2.xlsx** still open, ensure that your first and last name is displayed in cell B6 of the Documentation sheet. If cell B6 does not display your name, delete the file and download a new copy from the SAM website.

# PROJECT STEPS

1. On the *Emergency* worksheet, name the range C6:C14 **review\_date**, and limit the scope of the name to the *Emergency* worksheet.
2. In cell E6, enter a formula to determine the next review date by adding 365 to the review date in cell C6, using the cell name **review\_date** in the formula. Copy the formula in cell E6 into the range E7:E14.
3. Delete the range name Last\_Name from the workbook. (*Hint:* Do not delete the cell contents in this range, only the custom range name.)
4. In cell G6, create a formula using the **IF** function to determine the bonus based on the following criteria:
5. A bonus is awarded for review scores (in cell D6) higher than 85.
6. If the review score is greater than 85, the bonus amount is calculated by multiplying the salary (in cell F6) by .05.
7. If the review score is 85 or lower, the bonus amount is 0.

Copy the formula in cell G6 into the range G7:G14.

1. Select the range G6:G14. Use the **Quick Analysis** tool to create a formula that will total the values in that range. The formula should use the **SUM** function and should appear in the cell G15.
2. In cell B20, use the **COUNTIF** function to count the number of employees with a review score >85. (*Hint:* Use D6:D14 as the range in your formula.)
3. In cell B21, use the **AVERAGEIF** function to average the salaries of employees with a review score >85 (*Hint:* Use D6:D14 as the range and F6:F14 as the average\_range in your formula.)
4. In cell B22, use the **SUMIF** function to total the salaries of employees with a review score >85. (*Hint:* Use D6:D14 as the range and F6:F14 as the Sum\_range in your formula.)
5. Format cells B21 and B22 with the **Currency** Number format using the $ symbol and two decimal places.
6. On the *Summary* worksheet, in cell B4, create a formula using the **SUM** function and a 3-D reference to total cell F15 on the *Emergency* worksheet and cell F15 on the *Clinic*worksheet.
7. Format cell B4 with the **Accounting** Number format, using the $ symbol and two decimal places.
8. In cell E2, enter the text **Jay Hollen** and use **Flash Fill** to enter the names into the range E3:E9.
9. On the *Development* worksheet, use the **PMT** function in cell B9 to determine the monthly payment using the loan information shown in the range B4:B6. (*Hint:* In your formula, remember to divide the rate value in cell B5 by 12 and use a negative value for the **pv** value.) Copy the formula from B9 into the range C9:D9.
10. In cell B10, enter a formula to calculate the total payments by multiplying the monthly payments by the term months for Loan Option 1. Copy the formula from B10 into the range C10:D10.
11. In cell B11, enter a formula that calculates the total interest by subtracting the Loan Amount value by the Total Payments value for Loan Option 1. Copy the formula in B11 to the range C11:D11.

Your workbook should look like the Final Figures on the following pages. Save your changes, close the workbook, and exit Excel. Follow the directions on the SAM website to submit your completed project.

# Final Figure 1: Emergency Worksheet

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# Final Figure 2: Clinic Worksheet

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# Final Figure 3: Summary Worksheet

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# Final Figure 4: Development Worksheet

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