

**Shelly Cashman** Excel 2013

Chapter 4: SAM Project 1a

Flex Cab Company

FINANCIAL FORMULAS AND FORMATTING WORKSHEETS

Project Goal

M Project Name

Project Goal

# PROJECT DESCRIPTION

Walter Xiang works in the Operations department of Flex Cab Company, a taxi service in Toronto, Ontario. Flex Cab Company needs to replace its aging fleet of taxis in the near future. Walter has asked you to expand on a workbook he has started to explore funding options for the proposed new taxis. You will need to develop scenarios to examine loan options and savings scenarios. Additionally, you will need to format and protect the worksheets to make them easier to read and use.

# GETTING STARTED

* Download the following file from the SAM website:
	+ **SC\_Excel2013\_C4\_P1a\_*FirstLastName*\_1.xlsx**
* Open the file you just downloaded and save it with the name:
	+ **SC\_Excel2013\_C4\_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 **SC\_Excel2013\_C4\_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. Unhide the *Loan Scenarios* worksheet.
2. In the *Loan Scenarios* worksheet, fill the range B15:B27 with a number series based on the values in range B12:B14.
3. Enter a formula in cell D12 using the **PMT** function to calculate the monthly payment on a loan given the loan parameters listed in cells D4, D6, and C12. (*Hint*: Enter a negative sign in front of the PMT function to display the monthly payment as a positive number. Use absolute cell references for the term (nper) and loan amount (pv) arguments. The interest rate argument should be a relative reference.) Copy the formula from cell D12 to the range D13:D27.
4. Enter a formula in cell E12 using the **PMT** function to calculate the monthly payment on a loan given the loan parameters listed in range E4, E6 and C12. (*Hint*: Enter a negative sign in front of the PMT function to display the monthly payment as a positive number. Use absolute cell references for the term (nper) and loan amount (pv) arguments. The interest rate argument should be a relative reference.) Copy the formula from cell E12 to the range E13:E27.
5. Enter a formula in cell F12 using the **PMT** function to calculate the monthly payment on a loan given the loan parameters listed in range F4, F6, and C12. (*Hint*: Enter a negative sign in front of the PMT function to display the monthly payment as a positive number. Use absolute cell references for the term (nper) and loan amount (pv) arguments. The interest rate argument should be a relative reference.) Copy the formula from cell F12 to the range F13:F27.
6. **Center** the contents of cells B11:F11.
7. Apply **Bold** formatting to the text in cells D3:F3.
8. Add the following borders to the ranges specified below:
9. Apply an **Outside Border** to range B10:F27.
10. Apply a **Bottom Border** to range B11:F11.
11. Apply a **Left Border** to range D12:D27.
12. Format the range D12:F27 to be **center-aligned**. Then, modify the number format of this range to display **0** decimal places.
13. Create a conditional formatting rule to **Highlight Cells** in range C12:C27 whose **value is equal to cell D8**. Apply the default formatting of **Light Red Fill with Dark Red Text**.
14. Lock the cells in range D12:F27.
15. Select the non-adjacent ranges D4:F4 and D7:F7. Unlock the cells in those ranges.
16. Protect the worksheet. You do not need to include a password.
17. Switch to the *Savings Scenarios* worksheet, and enter a formula in cell D7 using the **FV** function to calculate the accrued savings realized from the parameters displayed in the range D4:D6. (*Hint*: Enter a negative sign in front of the FV function to display the accrued savings as a positive number.)
18. Enter a formula in cell E7 using the **FV** function to calculate the accrued savings realized from the parameters displayed in the range E4:E6. (*Hint*: Enter a negative sign in front of the FV function to display the accrued savings as a positive number.)
19. Enter a formula in cell F7 using the **FV** function to calculate the accrued savings realized from the parameters displayed in the range F4:F6. (*Hint*: Enter a negative sign in front of the FV function to display the accrued savings as a positive number.)
20. **Italicize** the text in range C7:F7.
21. Create names for the following cells as described in Table 1 on the following page.

**Table 1: Defined Names for Range D7:F7**

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|  |  |
| --- | --- |
| **Cell** | **Defined Name** |
| D7 | AggressiveSavings |
| E7 | ModerateSavings |
| F7 | ConservativeSavings |

1. Apply the style **40% - Accent 5** to the range B10:F10.
2. Apply conditional formatting to **Highlight Cells** in range D13:F27 with a **value between $250,000 and $275,000**. Apply the default formatting of **Light Red Fill with Dark Red Text**.
3. Navigate to the *Capital Plan* worksheet. Using the custom cell names, enter a formula in cell C11 that adds the value in the Savings cell to the value in the Loancell. (*Hint*: Do not use the SUM function.)
4. Name the cells in the range C4:C6, using the text in the column directly to the left of each cell as the cell name. (*Hint*: Use the Create Names From Selection command.)
5. Name the range B2:C11 **CapitalPlan**

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

**Final Figure 1:** **Capital Plan Worksheet**

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**Final Figure 2:** **Loan Scenarios Worksheet**

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**Final Figure 3:** **Savings Scenarios Worksheet**

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