**Assignment 2 (Excel)**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: 8th**

You are going to prepare a spreadsheet for HotProp Real Estate. They will use the spreadsheet to calculate their earnings from each property when it is sold. Display all currency values in dollars with 2 decimal places.

1. Using a suitable software package, load the file PROP.CSV
2. Format the text in Row 1 so it is Center aligned, Bold and has a grey background color.
3. Insert a new row above row 1.
4. In cell A1 enter the text Bavaro Office
5. Merge cells A1 to I1 so they become a single cell.
6. Format the text in this cell so it is a white 18-point sans-serif font. Format this cell so

 that it is right aligned and has a black background color.

|  |  |
| --- | --- |
| sans-serif font | Arial  |
| serif font | Times New Roman  |

1. On the left in the header add your name.
2. On the right in the header add the text Last revision on followed by an automated

 date and time.

1. In cell D3 enter a formula to calculate the income the property company will make

 when the property is sold. This is: 100 dollars plus 2.5% of the price of the property

1. In cell F3 enter a formula to display the viewing cost if a local taxi is used.

 If the distance to the property is:

• less than 5 kilometers, the cost will be 2 dollars

• 5 kilometers or more and less than 15 kilometers, the cost will be 5 dollars

• 15 kilometers or more, the cost will be 10 dollars.

1. In cell I3 enter a formula to calculate the profit from the sale. This will be calculated

 by taking from the income; both the viewing cost multiplied by the number of times

 viewed, and the advertising cost.

1. Apply appropriate formatting to all cells.
2. Replicate the formulae entered in steps 8 to 10 for all properties.
3. In cell H24 enter a formula to calculate the total profit if all the properties were sold.

 Edit this formula so that it also rounds this value to the nearest whole dollar.

1. In cell B27 use a formula to calculate the number of properties sold from each type.

 Replicate this Formula for the three types.

1. In cell C27 use a formula to calculate the total profit from each type. Replicate this

 Formula for the three types.

1. Save and the spreadsheet.