Learning Goal: Students will be able to use the order of operations in order to complete formulas and functions in Excel 2016

Students will begin by downloading a practice document from <u>practice</u> <u>workbook</u>Perform a save as and call the document "complex formulas"

- 1. Create a formula in cell D6 that first adds the values of cells D3, D4, and D5 and then multiplies their total by 0.075. Hint: You'll need to think about the order of operations for this to work correctly.
- 2. Create a formula in cell D7 and correctly calculates the total cost of all 3 menu items as well as the sales tax.
- 3. Insert a new sheet in this workbook and rename this sheet "Mustang Lounge"
- 4. In the Mustang lounge worksheet, select cells C6:G10 and put a border around this selection both around the outside and inside of the selected cells.
- 5. Modify the column width and row height of cell C6 to have a column width of 15 and a row height of 30
- 6. Merge cells C6:G6
- 7. In this new merged cell. Type the name of a restaurant you would like to own.
- 8. Center align the text in your new merged cell.
- 9. Add a fill color of your choice to the merged cells.
- 10.In cells C7:C9, insert the names of 3 menu items you would carry at your restaurant.
- 11. In cell C10, type the word "total".
- 12. In cells D7:D9, insert the price of these menu items
- 13.In cells E7:E9, insert the quantity you will need to order (make them up)
- 14. In cells F7:F9, insert the taxable amount of 7%
- 15. In cells G7:G9, insert a formula that calculates the total per menu item.
- 16.In cell G10, insert a formula that calculates the total cost, with tax, of all 3 menu items.

| | Α | В | C | D | E | F | G | H | 1 | J |
|----|---|---|---------------|--------|----|-------|----------|---|---|---|
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | | | | | | | | | | |
| | | | | | | | | | | |
| 6 | | | Lizeth's Café | | | | | | | |
| 7 | | | Pizza | \$3.99 | 10 | 0.075 | \$42.89 | | | |
| 8 | | | Burger | \$3.50 | 20 | 0.075 | \$75.25 | | | |
| 9 | | | Fries | \$1.50 | 30 | 0.075 | \$48.38 | | | |
| 10 | | | Total | | | | \$166.52 | | | |
| 11 | | | | | | | | | | |
| 12 | | | | | | | | | | |
| 13 | | | | | | | | | | |
| 14 | | | | | | | | | | |
| | | | | | | | | | | |

Your spreadsheet should look something like this when you are finished

MS EXCEL-COMPLEX FORMULAS AND THE ORDER OF OPERATIONS

- 17.Click the Challenge worksheet tab in the bottom-left of the workbook.In cell D7, create a formula that calculates the tax for the invoice.Use a sales tax rate of 7.5%.
- 18.In cell D8, create a formula that finds the total for the order. In other words, this formula should add cells D3:D7.
- 19. In cell D9 create a formula that calculates the total after a 10% discount.



