

Microsoft Excel– Assignment #4

Using a Lookup Function and Data Validation

Purpose: To demonstrate the ability to use the VLOOKUP function, data validation, formulas and functions to create an invoice form.

Problem: You are employed by WizardWorks, a company that specializes in the sale of fireworks and accessories. Your company uses a sales form that requires manual input and you have been asked to automate the form by applying formulas and using functions.

Instructions: Perform the following tasks:

1. Open WizardWorks on Moodle.
2. Add a drop down box in cell C15, so the user can choose either standard or overnight shipping.
3. Create a price list on another sheet of the workbook.
4. Using data validation and the price list, create a drop down box to look up item numbers for each piece of merchandise.
5. Use the VLOOKUP function in cells C20 and D20 to lookup and return the name and prices based on the item number
6. Using formulas and functions, complete cells F20 through F34.

	A	B	C	D	E	F	G	H	I	J	K	L	M	
15	WizardWorks													
16	250 North Avenue Franklin, Tennessee 37064 Sales: (615) 555-3287 Office: (615) 555-3210													
17														
18		Customer	Your Name											
19		Date	12/1/2014											
20		Order No.	31528											
21														
22		Shipping Address			Shipping Options									
23		Address1	Your Address			Standard	\$	4.99						
24		Address2				Overnight	\$	12.99						
25		City	Your City											
26		State	Your State			Discount*		3%						
27		Zip	Your Zip					*For orders exceeding \$200						
28														
29		Shipping*	Standard			Create data validation with a drop-down box offering "Standard" or "Overnight as options								
30		*Enter standard or overnight												
31														
32		Customer Order												
33		Item	Name	Price	Qty	Charge								
34		BF005	Bucket of Fireworks	\$ 42.50	1									
35		F128	Nightair Fountain	\$ 9.95	3									
36		R315	Mountain Rockets (Box of 20)	\$ 49.50	3									
37														
38														
39														
40														
41						Subtotal	\$	-	Determine the Subtotal of the order					
42						Discount	\$	-	If the Subtotal exceeds \$200, the customer receives a discount.					
43						After Discount	\$	-	Determine the Subtotal after the discount is applied					
44														
45						5% Sales Tax	\$	-	Determine the Sales Tax for the order					
46						Shipping			Determine the Shipping Costs based on the option chosen in C29					
47														
48						Total	\$	-	Determine the Total Cost of the Order					
49														
50														
51														

Using data validation and the price list, create a drop down box to look up item numbers for each piece of merchandise.

- Use the VLOOKUP function in cells C20 and D20 to lookup and return the name and prices based on the item number.