

Assignment 07 – Advanced Functions, Conditional Formatting & Filtering
Due: Wednesday, Nov 5th.

Read Excel Tutorials 6 & 7.

Work through Case Problem 2 starting on page EX 386.

Save your document using the filename given in each exercise.

Modify the file name such that it is in the following format:
CS104-A07-**YOURNAME-FILENAME**

YOURNAME should be your name & **FILENAME** should be the original name indicated in the assignment. For instance, if the text said to save the file as **Perfect Spreadsheet.xlsx** my final filename would be:

CS104-A07-Jonathan Pikalek-Perfect Spreadsheet.xlsx

Upload the file to Moodle.

The case problem will be graded using the following rubric:

Description	Pts
Filename is correct	1
The Documentation sheet displays the student's name and the date	1
The Leave Data worksheet contains an Excel table named Leave that does not include the filter arrows	1
The Years Employed column calculates the number of years employed using Date Hired and the current date, assuming 7/1/2010	2
Vacation Leave is calculated using nested IF and AND functions based on the vacation rules given for this case problem	4
Remaining Vacation Leave is calculated in column G	2
Family Leave is calculated in column H based on the family leave rules given for this case problem	3
Remaining Family Leave is calculated in column I	2
The Leave Summary worksheet uses a COUNTIF function to calculate the total number of employees eligible for a vacation leave plan	2
The Leave Summary worksheet calculates the total number of vacation days and days remaining for each vacation plan and for all vacation plans	3
The Q11 Advanced Filter worksheet uses advanced filtering to display all full-time employees with five remaining family leave days and part-time employees with three remaining family leave days	3
No formatting or typographical errors have been added	1
TOTAL POSSIBLE POINTS:	25