Objective 3.1 practice tasks

The practice file for these tasks is located in the **MOSExcelExpert2019\Objective3** practice file folder. The folder also contains a result file that you can use to check your work.

➤ Open the **ExcelExpert_3-1** workbook and do the following:

- ❑ On the **Gross Margin** worksheet, add formulas to the Gross Margin field (H7:H14) that calculate the gross margin by subtracting Cost from Retail and then dividing by Cost. To avoid #DIV/0! (division by 0) errors, wrap the calculation inside an IF function that returns the gross margin if Cost is not 0, or the message ***Cost is 0!*** otherwise.
- ❑ On the **Inventory** worksheet, populate the Reorder Now? column with formulas that use nested logical functions to determine whether a product should be reordered based on two conditions: The Qty Available is less than or equal to the Reorder Level, and the Qty on Order is 0. Each function should return "Yes" if a reorder is required, and nothing otherwise.
- ❑ On the **Inventory** worksheet, create a formula in cell K1 that uses the SUMIF function to sum the Value range for products with a non-zero Qty Available value.
- ❑ On the **Inventory** worksheet, create a formula in cell K2 that uses the SUMIFS function to sum the Qty On Hand range for products with a Product Name value that includes *Soup* and a Qty On Hold value of zero. (Hint: To match cells that include some text, surround that text with the * wildcard character.)
- ❑ On the **Parts** worksheet, create a formula in cell F16 that uses the AVERAGEIF function to calculate the average of the Gross Margin values for the parts that cost less than $10. Use structured table references in your formula (the table name is *Parts*).

- ❑ On the **Customers** worksheet, create a formula in cell L1 that uses the COUNTIFS function to return the number of customers with the Country value *United States* and the Region value *OR* (the abbreviation for *Oregon*, not the OR function).
- ❑ On the **Orders** worksheet, populate the Weekday column with formulas that use the SWITCH function to return the weekday of each date in the Date column.

➤ Save the workbook.

➤ Open the **ExcelExpert_3-1_results** workbook. Compare the two workbooks to check your work, and then close the open workbooks.