**EX16\_XL\_CH02\_GRADER\_CAP\_HW - Inland Jewelers 1.5**

**Project Description:**

*You are an account manager for Inland Jewelers, a regional company that makes custom class rings for graduating seniors. Your supervisor requested a workbook to report on new accounts created on payment plans. The report should provide details on total costs to the student as well as payment information. Each ring financed has a base price which can fluctuate based on ring personalization.*

**Instructions:**

For the purpose of grading the project you are required to perform the following tasks:

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| **1** | Start Excel. Download and open the file named *exploring\_e02\_grader\_h1.xlsx*. | 0.000 |
| **2** | Insert a function in cell B2 to display the current date from your system. | 10.000 |
| **3** | With cell B2 selected, set the width of column B to AutoFit. | 2.000 |
| **4** | Insert a Lookup function in cell C5 to display the ring cost for the first student. | 14.000 |
| **5** | Copy the formula from cell C5 to the range C6:C11. | 6.000 |
| **6** | Apply Accounting number format to the range C5:C11. | 3.000 |
| **7** | Insert an IF function incell E5 to calculate the total due. If the student has chosen to personalize the ring, there is an additional charge of 5% located in cell **B21** that must be applied; if not, the student only pays the base price. Use appropriate relative and absolute cell references. | 14.000 |
| **8** | Copy the formula from cell E5 to the range E6:E11. | 6.000 |
| **9** | Apply Accounting number format to the range E5:E11. | 3.000 |
| **10** | Insert a function in cell G5 to calculate the first student's monthly payment, using appropriate relative and absolute cell references. | 14.000 |
| **11** | Copy the formula from cell G5 to the range G6:G11. | 7.000 |
| **12** | Apply Accounting number format to the range G5:G11. | 3.000 |
| **13** | Calculate totals in cells C12, E12, and G12. | 7.000 |
| **14** | Apply Accounting number format to the cells C12, E12, and G12, if necessary. | 2.000 |
| **15** | Set **0.3**" left and right margins and ensure the page prints on only one page. | 5.000 |
| **16** | Insert a footer with your name on the left side, the sheet name in the center, and the file name on the right side. | 4.000 |
| **17** | Save the workbook. Close Excel. Submit the file as directed by your instructor. | 0.000 |
|  | **Total Points** | **100.000** |