

Student Name: _____ Period: _____ Date: _____

INDEPENDENT PRACTICE: THE DATE FUNCTION

In this exercise, you will **work independently** to use the date function and absolute references.

1. Open the **IP Date Student** spreadsheet that was sent to you electronically by your teacher and save it to your files.

	A	B	C	D	E
1	Office Staples				
2	Sales Income Comparison				
3					
					% of Total Sales for Year 2
4	Item Number	Item	Year 1	Year 2	
5	X79583678	Virtual Gaming v 9.0	41,528.11	45,699.00	
6	T89596854	R U iPod Ready?	34,980.00	45,009.00	
7	O56784901	Graphic Organizer	44,575.00	43,989.90	
8	V90889076	Dragon Naturally Speaking v 9.0	18,520.00	20,588.00	
9	O45125535	XP Office Systems	20,576.00	19,520.00	
10	X79583679	X-Box Raiders	10,233.00	16,785.55	
11	O45334561	Making Life Easy in Excel	8,150.00	10,250.00	
12					
13	Total Sales				

2. Use the AutoSum feature to calculate the Total Sales for Years 1 and 2
3. Use the NOW date function to enter the date in Row 3
4. In E5, use the absolute reference of Cell D13 to calculate the Percent of Total Sales for Year 2. You will write a formula that divides the Year 2 value for each product by the constant value of Total Sales for Year 2
5. Format the data in Column E as percent
6. Sort the data in descending order by percent
7. Add **Date Ordered** as the column heading in Column F
8. Add **Date Received** as the column heading in Column G
9. Add **Time Elapsed** as the column heading in Column H
10. Format the column headings for F, G, and H so that they are consistent with the other column headings.

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11. Enter the following dates in Columns F and G

Date Ordered	Date Received
5/17/2007	5/18/2007
6/18/2007	6/19/2007
5/31/2007	8/17/2007
6/12/2007	7/13/2007
9/18/2007	10/19/2007
8/14/2007	8/17/2007
6/15/2007	9/30/2007

12. Calculate the days that elapsed between the date ordered and the date received for each item
13. Add the heading **Next Order Date** in Cell I4 and calculate the next order date for each item by adding 30 days to the date received
14. Re-center the data in Rows 1-3
15. Save and submit your work according to teacher directions