

Student Name: \_\_\_\_\_ Period: \_\_\_\_\_ Date: \_\_\_\_\_

## INDEPENDENT PRACTICE: USE IF STATEMENTS

In this activity **you will work independently** to create a spreadsheet, perform simple calculations, fill a series, and use IF statements.

1. Open the **IP-IF Statements** spreadsheet sent to you electronically by your teacher and save the spreadsheet to your files.

	A	B	C	D	E	F	G	H	I
1	<b>BEVERAGES, INC.</b>								
2	<b>Beverage Inventory</b>								
3	Item Number	Vendor Name	Description	Cost Per Case	Cases on Hand	Reorder Point	Reorder?	Quantity to Order	Value on Hand
4	1001	Coke	Vanilla Coke	125.00	17	10			
5	1002	Pepsi	Diet Pepsi	135.00	15	10			
6	1003	Dr. Brown	Chocolate Drink	175.00	13	10			
7	1004	Chang	CoCea Latte	190.00	25	10			
8	1005	Fusion	Fruity H2O	200.00	15	10			
9	1006	Coke	Diet Coke	125.00	18	10			
10	1007	Pepsi	Pepsi	135.00	12	10			
11	1008	Dr. Brown	Vanilla Latte	175.00	10	10			
12	1009	Chang	Cin Cin Tea	125.00	19	10			
13	1010	Fusion	Watermelon	175.00	25	10			
14	1011	Coke	Clear Coke	150.00	13	10			
15	1012	Pepsi	Pepsi Light	125.00	17	10			
16	1013	Dr. Brown	Brown Cow	190.00	10	10			
17	1014	Chang	Tai Chi Tea	75.00	18	10			
18	1015	Fusion	Orange Chill	115.00	25	10			
19	1016	Coke	Zero Coke	135.00	16	10			
20	1017	Pepsi	Lemon Pepsi	150.00	15	10			
21	1018	Dr. Brown	Minty Freeze	115.00	22	10			
22	1019	Chang	Tin Tin	110.00	25	10			
23	1020	Fusion	Raspberry Freeze	95.00	10	10			
24	<b>Totals</b>								

2. Enter a formula in Cell I4 to calculate the Value on Hand (Cost\*Quantity on Hand) of the beverages in stock. Copy the formula to the remaining cells in the column and format the data as currency
3. Use the AutoSum Feature to find the Total for Value On Hand of all the beverages in stock
4. Enter an IF statement in Cell G4 so that the word "Reorder" appears if the Cases on Hand is less than or equal to the Reorder Point. If the Cases on Hand has not reached the Reorder Point, the formula should return a value of "No".
5. Copy the formula to the remaining cells in the column and center the text
6. Enter an IF statement in Cell H4 that will restore the Cases on Hand to 100 (100-Cases on Hand) if the reorder point has been reached. If the reorder point has not been reached, the formula should return a value of "n/a".

Student Name: \_\_\_\_\_ Period: \_\_\_\_\_

Date: \_\_\_\_\_

7. Copy the formula to the remaining cells in the column.
8. Sort the spreadsheet in ascending order by Vendor Name
9. Name the spreadsheet tab **Beverages**
10. Save and print according to teacher directions