

King Fahd University of Petroleum & Minerals
Accounting & MIS Department
MIS105: Introduction to Computer Applications
Instructor: Irfan Ilyas

Lab#4: Chapter 3: Spreadsheets in Decision Making

Hands-on Exercise 1: Basic Financial Functions (page 115)

- a. You are given with the purchase details for an automobile. Given the values for different parameters (like purchase price, down payment, amount to finance etc.), you are supposed to calculate the amount for monthly payment with a fixed interest rate. Hint: Make use of an appropriate financial function to calculate the required value.
- b. As a second part of the assignment, you are asked to calculate the purchase price of the car if the monthly payment amount is needed to be \$200. Hint: Use Goal seek command to set result to 200 and find out the required value of price.

Hands-on Exercise 3: The Expanded Grade Book (page 143)

You are asked to help Professor Brown in completing his class grade book. The missing elements of the sheets and the details for the required calculations are as follows:

- **Test Average values:** a weighted average for all four tests (the weights are given in Row24)
- **Semester Average values:** This average is actually a sum of test average and homework bonus (cell H19). However only those students are entitled for a homework bonus who got an OK in the homework.
- **Grade Letters:** The grade letters will be decided using the following criteria on semester averages.

Score Range	Grade Letter
0 < Semester average <60	F
60 < Semester average <70	D
70 < Semester average <80	C
80 < Semester average <90	B
90 < Semester average	A

WORKING WITH LARGE SPREADSHEETS

Considering the large area the spreadsheet is covering, you are expected to make use of suitable features of MS Excel for handling large spreadsheets. Some of the features are as follows:

- a. Freezing Panes: to make a row or column contents always visible during scrolling.
- b. Hiding Rows and Columns: to see only the needed sheet.
- c. Use of AutoFilter to see selected records only.