



Lesson 4 Essential Activity 1 Year 3: Excel Advanced application of Logical and Information functions	
Student Name & Nr:	10

Note: This activity is fully explained in class. The learner is expected to follow the explanation and create the solution.

FILE NAME: LESSON 1 ESSENTIAL ACTIVITY 2.XLSX (Invoice)

Re-use the abovementioned file. Save the file with a new name by adding the word DISCOUNT to the file name.

In order to control the discount percentage in cell E27, one must evaluate the number of items sold and the subtotal of the order. Make use of building blocks to achieve the desired result. Use blank cells to the right of the invoice to store applicable information, references and preliminary calculations.

1. By using blank cells to the right of the invoice, display the following: (4)
 - Minimum Items: 10
 - Minimum Spend: 10,000.00
 - No of Items: (sum of column E)
 - Discount: 5%
2. By using the AND function, test the number of items and the subtotal (3) to check if they meet the minimum requirements.
Note: When used on its own, the AND function will evaluate either to TRUE or FALSE.
3. In order to display the discount percentage in cell E27 (if applicable), (3) insert an IF statement. Use the AND function, created in the previous instruction, as the logical test for the IF function. If the discount is applicable, we'll display 5%. If not applicable, we'll display 0%.

Total: (10)

Submission date	To be completed in class on day of lesson
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