



Lesson 4 Topics:

Advanced application of Logical and Information functions.

Revisit exercise workbook LESSON 1 ESSENTIAL ACTIVITY 2.XLSX (Invoice)

- 1) Control the discount percentage by conditionally evaluating the number of units ordered and the subtotal.
 - a) Determine a minimum purchase amount.
 - b) Determine a minimum number of units to be ordered.
 - c) Determine an applicable discount percentage.
 - d) Test the data by using the AND function.
 - e) Place the AND function in an IF statement and apply the discount if applicable, otherwise display 0%.

- 2) Control errors with calculating the totals (excl. VAT).
 - a) By using ISNUMBER, test the cells containing the *Cost per Unit* for a number.
 - b) By using ISNUMBER, test the cells containing the *Number of Units* for a number.
 - c) Place the ISNUMBER functions within an AND function.
 - d) Place the AND function within an IF statement that will display the *Total Excl. VAT* if applicable, otherwise display a blank cell.

Revisit concepts of Workbook security.

- 1) Hiding sheets
- 2) Locking cells
- 3) Checking for unlocked (or locked) cells
- 4) Protect sheets
- 5) Protect workbook structures