

# Capstone Exercise

You are an account manager for Inland Jewelers, a regional company that makes custom class rings for graduating seniors. Your supervisor requested a workbook to report on new accounts created on payment plans. The report should provide details on total costs to the student as well as payment information. Each ring financed has a base price that can fluctuate based on ring personalization.

## Insert Current Date

You open the starting workbook you previously created, and insert the current date and time.

- Open the *e02c1ClassRing* workbook, and then save it as *e02c1ClassRing\_LastFirst*.
- Insert a function in **cell B2** to display the current date and format as a **Long Date**.
- Set column B's width to **Autofit**.

## Calculate Cost

You are ready to calculate the cost of each class ring ordered. The rings are priced based on their base metal as displayed in the range A15:B19.

- Insert a lookup function in **cell C5** to display the ring cost for the first student.
- Copy the function from **cell C5** down through **C11** to complete column C.
- Apply **Accounting Number Format** to **column C**.

## Determine the Total Due

You will calculate the total due for each student's order. The total is the base price of the ring plus an additional charge for personalization if applicable.

- Insert an IF function in **cell E5** to calculate the total due. If the student has chosen to personalize the ring,

there is an additional charge of 5% located in **cell B21** that must be applied; if not, the student pays only the base price. Use appropriate relative and absolute cell references.

- Copy the function from **cell E5** down through **E11** to complete column E.
- Apply **Accounting Number Format** to **column E**.

## Calculate the Monthly Payment

Your next step is to calculate the periodic payment for each student's account. The payments are based on the years financed in column F and the annual interest rate in cell B22. All accounts are paid on a monthly basis.

- Insert the function in **cell G5** to calculate the first student's monthly payment, using appropriate relative and absolute cell references.
- Copy the formula down the column.
- Apply **Accounting Number Format** to **column G**.

## Finalize the Workbook

You perform some basic statistical calculations and finalize the workbook with formatting and page setup options.

- Calculate totals in **cells C12, E12, and G12**.
- Apply **Accounting Number Format** to the **cells C12, E12, and G12**.
- Set **0.3"** left and right margins and ensure that the page prints on only one page.
- Insert a footer with your name on the left side, the sheet name in the center, and the file name on the right side.
- Save and close the workbook. Based on your instructor's directions, submit *e02c1ClassRing\_LastFirst*.