

# PREMIER



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## Microsoft Excel 2007 Advanced

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# INTRODUCTION

This manual is designed to provide information required when using *Excel 2007*. This documentation acts as a reference guide to the course and does not replace the documentation provided with the software.

The documentation is split up into modules. Within each module is an exercise and pages for notes. There is a reference index at the back to help you to refer to subjects as required.

These notes are to be used during the training course and in conjunction with the *Excel 2007* reference manual. *Premier Computer Solutions* holds the copyright to this documentation. Under the copyright laws, the documentation may not be copied, photocopied, reproduced or translated, or reduced to any electronic medium or machine readable form, in whole or in part, unless the prior consent of *Premier Computer Solutions* is obtained.

# MODULE 1

## REVIEW OF INTERMEDIATE COURSE

### Revision Exercise

1. Create the exercise on the following page, using the calculations given.
2. The factors that might change are located in separate cell for easy “what-if” analysis. The formulae are given below:

**SALES** start at 3,500 and increase by the Assumption Growth in Sales “10%”.

**PRICE** starts at 15.50 and increases by the Assumption Growth in Price “0”

**REVENUE** is Sales \* Price

**RAW MATERIALS** are Sales \* Assumption Unit Raw Material

**LABOUR** is constant at 10,000

**ENERGY** is Sales \* Assumption Unit Energy

**DEPRECIATION** is constant at 750

**TOTAL COSTS** is the sum of the above four costs

**GROSS PROFIT** is Revenue – Total Costs

**OVERHEADS** are constant at 12,500

**NET PROFIT** is Gross Profit – Overheads

The Net Profit for December should be £60,631.63

3. Rename the worksheet as **PROFIT PROJECTION**.

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