**Sales Commission Assignment**

**Directions**: Create a spreadsheet to calculate sales commissions. Name the spreadsheet **Sales Commission**. Save your spreadsheet in your student “Network” folder.

Enter the information listed below into a spreadsheet starting in **Row 1**, **Column A**. Enter the Header Row in **Row 1**, and enter the first employee information in **Row 2**. The Total Row needs to be in **Row 14**.

**Last First Total Commission Total**

**Name Name Sales % Bonus Commission**

Johnson Bill $2,500.00 20%

Smith Jack $3,200.00 20%

Jones Sue $3,200.00 20%

Allen Jane $4,500.00 20%

Bradley Charles $1,600.00 20%

Cox Michael $2,200.00 20%

Ross Jill $2,230.00 20%

Edwards Debbie $1,550.00 20%

Moore Sarah $2,900.00 20%

Lee Jerry $2,450.00 20%

Whitely John $1,800.00 20%

Trotter Katie $2,200.00 20%

Totals

Each sales person earns 20% commission plus a $250.00 bonus, if total sales are over $2,000.

1. In the bonus column, enter the **IF** function as follows **=** **IF(C2>2000, 250, 0)**.
2. In the Total Commission column, enter a formula to calculate total sales times commission plus bonus.
3. Total columns for Total Sales, Total Bonus, and Total Commission.
4. Choose an interesting **Theme** for your spreadsheet.
5. Use **Cell Style** to shade the Header and Total row (**Row 1** and **Row 14**), and bold the font.
6. Rename the Sheet Name to **Commissions**.
7. Add a “Normal” Header, and a “Footer”.
8. Make sure your Print Preview fits on one page.
9. Print the spreadsheet (in color).
10. On the printout, **WRITE** the formula in **E2**, and **F2**.
11. On the printout, **WRITE** the formula in **E14**, and **F14**.

**Reflection**: On the printout, identify how many people did not earn a bonus? Why?

(Worth 30 Points!!!)