

Eagle Business Coaching Services

Project Description:

You will perform preliminary work on a worksheet to calculate costs and payment plans for your coaching business. You will calculate cost, annual total, and total due. You will also determine the down payment and balance of coaching. Your last steps will be to calculate the monthly payment and finalized the workbook.

Step	Instructions	Notes
1	Download and open the file named <i>Coaching.xlsx</i> . Click OK in the message regarding the circular reference.	
2	Create a named range for cells A18:C20 named Membership .	
3	Insert a function to enter the current date in cell B2.	
4	In cell C5 insert a lookup function to display the basic annual membership cost of the first client. Create a VLOOKUP function that returns the membership cost that corresponds with the membership type entered in cell B5. The function will reference the range name Membership as the table_array, and return the membership cost from Column 2 of the lookup table.	
5	Insert a function in cell E5 to calculate total amount. The function should add the cost of membership plus, if applicable, the add-on fee. The add-on column displays <i>Yes</i> for clients that rent lockers. If the client has an add-on (D5), then add the Cost (C5) to the Locker Fee (B22). Otherwise, the function will return the Cost only. Ensure that B22 is entered as an absolute reference.	
6	In cell G5 calculate the total due based on the annual total and years of membership in column F. Enter a formula that will multiply the Annual total (E5) by Years (F5) to calculate Total Due. Copy the formula down.	

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7	Copy the three formulas down their respective columns.	
8	Insert a function in cell H5 to display the amount of down payment for the first client. Create a VLOOKUP function that returns the down payment that corresponds with the membership type entered in cell B5. The function will reference the range name Membership and return the down payment from Column 3 of the Lookup table.	
9	Locate and correct the circular reference for the balance in cell I5. The balance should be calculated as the difference between total due and the down payment.	
10	Copy the two formulas down their respective columns.	
11	Insert a function in cell J5 to calculate the first client's monthly payment. Use the number of years the client signs up for in the calculation of the monthly payment. Use appropriate relative and absolute cell references as needed.	
12	Copy the formula down the column.	
13	Insert a function in cell G14 to total the column.	
14	Fill the function in cell G14 across the range H14:J14 to add additional totals.	
15	Insert functions in cells H18:H22 to calculate basic summary information.	

Step	Instructions	Notes
16	Format the payments in cells H19:H22 with Accounting Number Format.	
17	Format the cells G5:J5 and G14:J14 with Accounting Number Format. Use zero decimal places for whole numbers.	
18	Save the file and close Excel. Submit the file as directed.	