Practice #1: Our OS 131 10-Key students have been working hard on their 10-key typing skills. Each one is wondering if they should keep practicing or if they can take a break. Analyze their speeds below: if they type at least 120 DPM (digits per minute), they can take a break. If not, they need to keep practicing.

Student Name	**10-Key Speed**	**IF Decision**
George	112	Keep practicing!
Harry	120	Take a break!
Denise	90	Keep practicing!
John	140	Take a break!
Sharon	85	Keep practicing!
Frank	135	Take a break!

Practice #2: Listed below are the sales figures for 1st Quarter. These salespeople are wondering how much commission they will receive. If they sold at least $5,000, they will receive 5% of their sales as commission. If they sold less than $5,000, they will receive 1% of their sales as commission.

Salesperson	**1st Qtr Sales**	**Commission**
Janet	$ 6,574	$ 328.70
Josh	2,462	24.62
Tammy	5,000	250.00
Sarah	765	7.65
James	1,540	15.40
TOTAL	$ 16,341	$ 626.37

Practice #3: Listed below are tasks your deparment needs to complete. You are unsure how many tasks you have left to complete. Use an IF statement to detemine if tasks are Completed or Open. If the Completed column has a date in it, place the word Closed in the Status column. If there is a blank in the Completed column, place the word Open in the Status column.

#	Task	Completed	Status
1	Test import process	Aug 1	Closed
2	Check server is online	Aug 3	Closed
3	Collect customer data	Aug 9	Closed
4	Send campaign email		Open
5	First report to exec team	Sep 5	Closed
6	Update marketing		Open
7	Final report to exec team	Sep 9	Closed