Practice #1: Our OS 131 10-Key stu
Each one is wondering if they shou
Analyze their speeds below: if they
a break. If not, they need to keep p

Student Name	**10-Key Speed**	**IF Decision**
George	112	=IF(B7>=120,"Take a break!", "Keep practicing!")
Harry	120	=IF(B8>=120,"Take a break!", "Keep practicing!")
Denise	90	=IF(B9>=120,"Take a break!", "Keep practicing!")
John	140	=IF(B10>=120,"Take a break!", "Keep practicing!")
Sharon	85	=IF(B11>=120,"Take a break!", "Keep practicing!")
Frank	135	=IF(B12>=120,"Take a break!", "Keep practicing!")

Practice #2: Listed below are the s
wondering how much commission
5% of their sales as commission. If
sales as commission.

Salesperson	**1st Qtr Sales**	**Commission**
Janet	6574	=IF(B20>=5000,B20*0.05,B20*0.01)
Josh	2462	=IF(B21>=5000,B21*0.05,B21*0.01)
Tammy	5000	=IF(B22>=5000,B22*0.05,B22*0.01)
Sarah	765	=IF(B23>=5000,B23*0.05,B23*0.01)
James	1540	=IF(B24>=5000,B24*0.05,B24*0.01)
TOTAL	=SUM(B20:B24)	=SUM(C20:C24)

Practice #3: Listed below are tasks
how many tasks you have left to c
or Open. If the Completed colum
If there is a blank in the Complete

#	Task	Completed	Status
1	Test import process	Aug 1	=IF(C33="","Open","Closed")
2	Check server is online	Aug 3	=IF(C34="","Open","Closed")
3	Collect customer data	Aug 9	=IF(C35="","Open","Closed")
4	Send campaign email		=IF(C36="","Open","Closed")
5	First report to exec team	Sep 5	=IF(C37="","Open","Closed")
6	Update marketing		=IF(C38="","Open","Closed")
7	Final report to exec team	Sep 9	=IF(C39="","Open","Closed")