

## Index test size A6

[Background](#)

Page 2

Page 3

## Assignment 1



### ***Fast Technologies***

#### **Background:**

#### **Fast Technologies:**

Fast Technologies<sup>[1]</sup> is a manufacturer of solid-state drives (SSD) for desktop and laptop computers. Fast products are sold through dealers to end users. Fast employs 25,000 people worldwide and is headquartered in Atlanta, GA with manufacturing plants in several locations. Major markets for Fast are segmented into five regions: United States (US), North & South America (AM), Europe (EU), Asia (AS), and the Middle East (ME). Fast began selling to the Middle East just two years ago (2014).

For management purposes in evaluating business performance, Fast Technologies captures a variety of information on a monthly or quarterly basis. Data for their main metrics are found in separate worksheets in the Fast Technologies Database.

Connie Smith has recently joined the Fast Technologies management team to oversee production operations. She has

reviewed the types of data that the company collects and has assigned you the responsibility to be her chief analyst in the coming weeks. Beginning with M1A1 and all the subsequent assignments, you will respond to Ms. Smith's requests for analysis of the Fast data using techniques you will learn in this course.

[1] This case scenario on the fictitious company Fast Technologies is derived from Gateway Estate Lawn Equipment Co. Case Study used for the 1997 Malcolm Baldrige National Quality Award Examiner Training course, which is in the public domain. The Fast database was developed in part from materials associated with Evans' *Business Analytics: Methods, Models, and Decisions*, 2 ed. and from real data found in the public domain.

## Assignment #1 Requirements

### Part 1

Download Fast Technologies Database in the Excel workbook M1A1-Data V1.01: [M1A1-Data V1.02](#)

1. Start Excel. Open the workbook M1A1-Data V1.02. Immediately save the workbook with a new name. Use your name and include the assignment name, e.g. **M1A1-Wright-Dawn**. This will ensure you have a good copy in case you make mistakes. It will also make your instructor happy when grading your work, which is a good thing.
2. The workbook is divided into worksheets with colored tabs.
  - 2a. Rename the white "**Data vers**" tab to "**Data Version**".

Note: Click on the title of a **How to do**, or on the + it to expand the window. Click on the title again or the "-" sign in the upper right corner to contract the window.

### **How to do it #2a** [Rename Tab](#)

2b. Change the tab color of all **green-tab** worksheets to **purple**.

### **How to do it #2b:** [Change Tab Color](#)

2c. Rearrange the tabs such that **purple-tabs** come first after the white **Data Version** tab in the workbook.

### **How to do it #2c**

### **How to do it #2c2: Select Multiple Tabs**



2c2- How to select multiple tabs.mp4

3. Review all the **blue-tab** worksheets in the M1A1-Fast Technologies Database and identify the data types on each. On each blue-tab worksheet, the intent is to create and format a table like this:

	A	B	C	D
1	<b>Data Classification</b>	<b>Supplier On-Time Delivery</b>		
2	<b>Variable Name</b>	<b>Month</b>	<b>Number of deliveries</b>	<b>Number C</b>
3	<b>Data Type 1</b>			
4	<b>Measurement Scale</b>			
5	<b>Data Type 2</b>			
6				
7		<b>Month</b>	<b>Number of deliveries</b>	<b>Number C</b>
8		40909	1086	

3a. Insert a column to the left of the current column A.

How to do it:



3a-Insert\_column.mp4

3b. In cell A1, place the title **Data Classification**.

How to do it:



3b-Insert\_title.mp4

3c. Insert four rows above the variable names and below row 1.

How to do it:



3c-Insert\_row.mp4

3d. Using the process in 3b, place the title “**Variable Name**” in cell A2, “**Data Type 1**” in cell A3, “**Measurement Scale**” in cell A4, and “**Data Type 2**” in cell A3. Format the titles using a blue fill with white letters.

How to do it:



3d-Format\_cells.mp4

3e. Copy the variable names in row 6 and paste them in row 2.

4. Classify each variable on each blue-tab worksheet as:

- a. Quantitative or Qualitative/Categorical
- b. Measurement Scale: Nominal, Ordinal, Interval, or Ratio
- c. Discrete, Dichotomous, or Continuous.

## Part 2

On the **Fast 1000 GB Sales** worksheet:

5a. Format the column titles in cells in range A2:G2 using a blue field with **bold** white letters. Center the titles in the cells.

How to do it: #5a



5a-Formating.mp4

5b. Set the row height of Row 2 to 20.

How to do it: #5b



5b-Row Height.mp4

5c. Format the data in Month column so that it shows the date in this format: **Jan-17**. Dates should be centered in the cell both horizontally and vertically.

HTDI 5c



5c-custom number format.mp4

5d. Format the sales in columns **B - G** as \$ with no decimal places (e.g. \$100).

How to do it: #5d



5d-currency and decimal format.mp4

5e. Highlight all the data and add the border "All Borders".

How to do it: #5e



5e-cell borders.mp4

5f. In cell K4, create an efficient formula that calculates 2012-unit sales for USA that can be copied across for all regions

5g. In cell K5, create an efficient formula that calculates 2013-unit sales for USA that can be copied across for all regions and World.

How to Do It #5f & g



5f and g Sum.mp4

5h. In cell K10 of Table 2, create an efficient formula that calculates the **% of Total 2-year Region Sales** for USA for each year that can be copied across and down the table to complete Table 2.

How to Do It #5h



5h Sum and Absolute.mp4

### Part 3

Using the **Rep Sales** worksheet:

HTDI #6 Overview:



6-Sales Rep Transactions-Overview.mp4

6a. In cell K3 create a formula that can be copied through the range K3:P6 that will count how many **Sales (transactions)** there are for each Sales Representative in each region. [Use COUNTIFS]

How to do it: #6a



6a-Sales Rep Transactions2.mp4

6b. In cell K14 create an efficient formula that can be copied through the range K14:P17 that will calculate (add) the total **Sales (\$)** for each Sales Representative in each Region. [Use SUMIFS]

How to do it #6b



6b-Sales Rep sales dollars.mp4

Using the **Credit Decision** worksheet:

7a. Create a formula in range F2:F21 that answers the question **Criteria Met?** for each customer with a True or False answer. [Use only an **And** logical function] Copy this formula down for each customer.

Important: All **Credit Criteria** must be satisfied to extend credit:

1. Sales of at least \$250,000.
2. Asset Value of at least \$850,000.
3. Credit Score of at least 2.3.
4. Aged Accounts Receivable less than 75 days

How to do it: #7a



7a-Credit.mp4

7b. Create an efficient formula in range G2:G21 that gives a decision for each customer with either the text “Extend Credit” or “No Credit.” Copy this formula down for each customer.

How to do it #7b



7b-Credit-decision2.mp4

8. Using the **Commissions** worksheet, create a **VLOOKUP** formula in range D3:D27 that calculates the amount of commission for each sales representative.

HTDI #8:



8-Lookup.mp4