

## Personal Computer Skills Chewy Project Directions

**Situation:** You have worked for Chewy Gum Corporation for several years and been informed that you are now eligible for promotion. Promotions at Chewy are determined by supervisor ratings and a written examination. To be promoted, you must score an average of 80 or above in four categories:

- Supervisor rating of leadership potential
- Supervisor rating of understanding of duties
- Supervisor rating of willingness to work hard
- Written test score

After receiving your supervisor ratings, you decide to prepare a spreadsheet to determine the minimum written test score needed for promotion.

1. Open the Chewy spreadsheet found on the desktop. Save the spreadsheet by adding your last name to the file name.
2. In cell B6, enter 70 as the supervisor rating; in B7, enter 85; and in B8, enter 80.
3. Enter a formula in B11 that determines the average of the values in B6:B9.
4. Format B11 for a number with zero places to the right of the decimal.
5. Format B11 for the following conditions:

Condition	Format
B11 is less than 80	The pattern of B11 is red
B11 is greater than or equal to 80	The pattern of B11 is green

6. Enter the following possible test scores in B9: 75, 80, 85, 90, 95. Which ones will result in a promotion? **Insert a cell comment to answer this question.**
7. Save and upload the spreadsheet to the drop box.