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A study of Lotus 1-2-3 software

Karen Draeger

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NORTHERN ILLINOIS UNIVERSITY

A Study of Lotus 1-2-3 Software

A Project submitted to the

University Honors Program

in Partial Fulfillment of the

Requirements of the Baccalaureate Degree

With University Honors

Department of Business Systems and Analysis

by

Karen Draeger

DeKalb, Illinois

May 1987

MAY 13 1987

Approved: Diane Gray

Department of: Bus. Systems & Analysis

Date: May 7, 1987

UNDERSTANDING AND USING LOTUS 1-2-3

It was my goal to learn how to use the Lotus 1-2-3 software by using Steven C. Ross's book Understanding and Using Lotus 1-2-3. I chose to learn a spreadsheet operation because of its versatility. Spreadsheet programs are now found in a wide range of applications. They allow the manipulation of complex groups of numbers which makes equations and formulas much less threatening. Spreadsheets can turn hours of hand calculations into seconds of machine time, which allows the investigation of many different possibilities.

I chose specifically to learn Lotus 1-2-3 because of its popularity both in the academic field and the business world. By completing all of the assignments in Steven Ross's book, I was able to learn all the applications that were presented, and I now feel confident of my knowledge of the Lotus 1-2-3 software. As a business student and future business professional in the field of Operations Management, I feel that the knowledge of a spreadsheet application will give me the opportunity to be a more skilled analyst and more successful manager.

I felt that Understanding and Using Lotus 1-2-3 by Steven C. Ross was an excellent user's guide. The documentation in the book was clear and easy to follow. Each activity and exercise was designed to illustrate points made in the unit. Directions were easy to follow, and the use of examples made the exercises clear. I liked the use of computer screens showing the steps and results of most of the commands. This book was also organized well. Each application was relevant to the exercises in the

units.

I found that working at the computer was the best way to understand the concepts presented in the units of the book. The commands were easy to use. I found that it was easy to experiment with different functions. I spent a lot of time examining variations on the problems given.

I enjoyed learning the concepts and working on the applications. I found that the Lotus 1-2-3 software allows one to be creative, thorough, and make intelligent decisions. I feel that it will be useful in many applications I will work on in the future. The Understanding and Using Lotus 1-2-3 user guide was an excellent way to learn to use the software and gain an understanding of its potential uses.

~~What~~ follows is a copy of the problems and applications that were presented in the Understanding and Using Lotus 1-2-3 book.

PART 1

FUNDAMENTAL SPREADSHEET OPERATIONS

APPLICATION A

POOR RICHARD'S I

A1: 'Poor Richard's Automotive Company
A2: 'Automobile Purchase Analysis
A4: 'Automobile Stock #
C4: 12345
E4: 'Sales Tax Rate
G4: 0.05
A5: 'Dealer Cost
C5: 10000
E5: 'Finance A.P.R.
G5: 0.139
A6: 'List Price
C6: 12000
E6: 'Number of Payments
G6: 48
A8: 'Trade in Value
C8: 360
A9: 'Trade in Allowance
C9: 1900
A12: 'Net Cost
C12: +C5-C8
A13: 'Net Price
C13: +C6-C9
A15: 'Percent Profit
C15: (C13-C12)/C12
A16: 'Monthly Payment
C16: @PMT(C13,G5/12,G6)

PART 2

INTERMEDIATE SPREADSHEET OPERATIONS AND GRAPHICS

*1,000,000.00 operating capital needs excl. interest
*50,000.00 cash on hand
*1,055,555.56 amount to borrow
*105,555.56 interest on amount borrowed

A1: 1000000
B1: /operating capital needs excl. interest
A2: 50000
B2: /cash on hand
A3: +A1-A2+A4
B3: /amount to borrow
A4: 0.1*A3
B4: /interest on amount borrowed

APPLICATION B

POOR RICHARD'S II

Boon Richard's Automotive Company
Automobile Purchase Analysis

Automobile Stock # 12345
Dealer Cost \$10,000.00
List Price \$12,000.00

Sales Tax Rate 5.0%
Finance A.P.R. 15.9%
Number of Payments 48

Trade in Value \$360.00
Trade in Allowance \$1,900.00

Net Cost \$9,640.00
Net Price \$10,100.00

Percent Profit 4.6%

Monthly Payment \$259.27

Poor Richard's Automotive Company
Automobile Purchase Analysis

Automobile Stock # 12345
Dealer Cost \$10,000.00
List Price \$12,000.00

Sales Tax Rate 5.0%
Finance A.P.R. 12.9%
Number of Payments 48

Trade in Value \$360.00
Trade in Allowance \$1,200.00

Net Cost \$9,640.00
Net Price \$10,800.00

Percent Profit 10.7%

Monthly Payment \$309.31

A1: 'Pete Richard's Automotive Company
 A2: 'Automobile Purchase Calculator
 A3: 'Automobile Stock #
 C4: [W12] 12345
 E4: 'Sales Tax Rate
 G4: (F1) 0.05
 A5: 'Dealer Cost
 C5: (C2) [W12] 10000
 E5: 'Finance A.P.R.
 G5: (F1) 0.139
 A6: 'List Price
 C6: (C2) [W12] 12000
 E6: 'Number of Payments
 G6: 48
 A8: 'Trade in Value
 C8: (C2) [W12] 360
 A9: 'Trade in Allowance
 C9: (C2) [W12] 1900
 A12: 'Net Cost
 C12: (C2) [W12] +C5-C8
 A13: 'Net Price
 C13: (C2) [W12] +C6-C9
 A15: 'Percent Profit
 C15: (F1) [W12] (C13-C12)/C13
 A18: 'Monthly Payment
 C18: (C2) [W12] @PMT(C13+(G4*C13),G5/12,G6)

6.250%

	1	2	3	4	5
\$10.00	\$10.53	\$11.09	\$11.66	\$12.27	\$12.92
\$20.00	\$21.05	\$22.16	\$23.32	\$24.54	\$25.83
\$30.00	\$31.58	\$33.23	\$34.98	\$36.81	\$38.75
\$40.00	\$42.10	\$44.31	\$46.64	\$49.08	\$51.66
\$50.00	\$52.63	\$55.39	\$58.30	\$61.36	\$64.58
\$60.00	\$63.15	\$66.47	\$69.95	\$73.63	\$77.49
\$70.00	\$73.68	\$77.54	\$81.61	\$85.90	\$90.41
\$80.00	\$84.20	\$88.62	\$93.27	\$98.17	\$103.32
\$90.00	\$94.73	\$99.70	\$104.93	\$110.44	\$116.24
\$100.00	\$105.25	\$110.78	\$116.59	\$122.71	\$129.15

A1: (P3) 0.0525

B2: 1

C2: +B2+1

D2: +C2+1

E2: +D2+1

F2: +E2+1

A3: (C2) 10

B3: (C2) +*A3*(1+*A*1)^B*2

C3: (C2) +*A3*(1+*A*1)^C*2

D3: (C2) +*A3*(1+*A*1)^D*2

E3: (C2) +*A3*(1+*A*1)^E*2

F3: (C2) +*A3*(1+*A*1)^F*2

A4: (C2) +A3+10

B4: (C2) +*A4*(1+*A*1)^B*2

C4: (C2) +*A4*(1+*A*1)^C*2

D4: (C2) +*A4*(1+*A*1)^D*2

E4: (C2) +*A4*(1+*A*1)^E*2

F4: (C2) +*A4*(1+*A*1)^F*2

A5: (C2) +A4+10

B5: (C2) +*A5*(1+*A*1)^B*2

C5: (C2) +*A5*(1+*A*1)^C*2

D5: (C2) +*A5*(1+*A*1)^D*2

E5: (C2) +*A5*(1+*A*1)^E*2

F5: (C2) +*A5*(1+*A*1)^F*2

A6: (C2) +A5+10

B6: (C2) +*A6*(1+*A*1)^B*2

C6: (C2) +*A6*(1+*A*1)^C*2

D6: (C2) +*A6*(1+*A*1)^D*2

E6: (C2) +*A6*(1+*A*1)^E*2

F6: (C2) +*A6*(1+*A*1)^F*2

A7: (C2) +A6+10

B7: (C2) +*A7*(1+*A*1)^B*2

C7: (C2) +*A7*(1+*A*1)^C*2

D7: (C2) +*A7*(1+*A*1)^D*2

E7: (C2) +*A7*(1+*A*1)^E*2

F7: (C2) +*A7*(1+*A*1)^F*2

A8: (C2) +A7+10

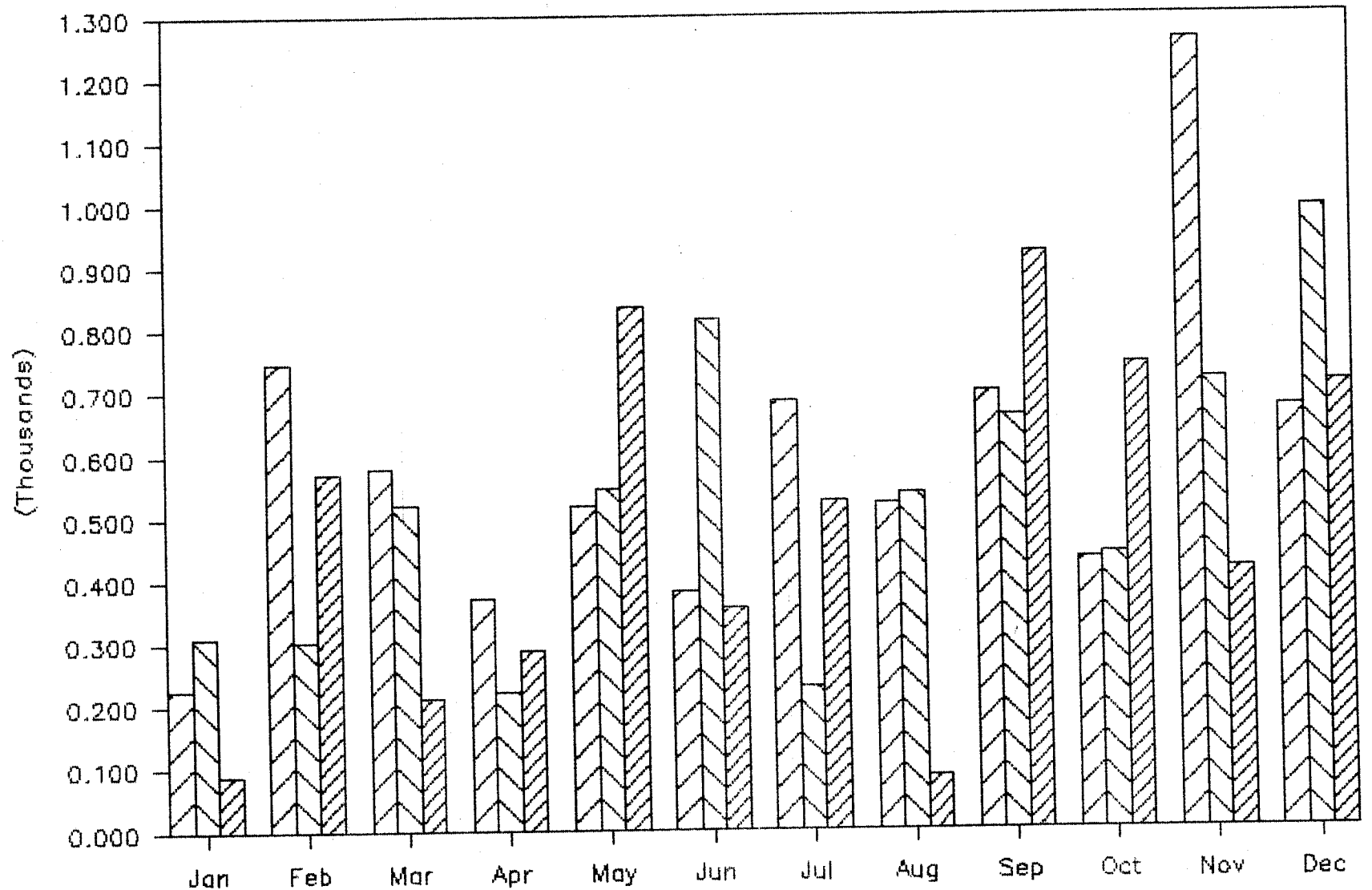
B8: (C2) +*A8*(1+*A*1)^B*2

E5: (C2) +*A5*(1+*A\$1)^E\$2
 F5: (C2) +*A5*(1+*A\$1)^F\$2
 A9: (C2) +A9+10
 B9: (C2) +*A9*(1+*A\$1)^B\$2
 C9: (C2) +*A9*(1+*A\$1)^C\$2
 D9: (C2) +*A9*(1+*A\$1)^D\$2
 E9: (C2) +*A9*(1+*A\$1)^E\$2
 F9: (C2) +*A9*(1+*A\$1)^F\$2
 A10: (C2) +A9+10
 B10: (C2) +*A10*(1+*A\$1)^B\$2
 C10: (C2) +*A10*(1+*A\$1)^C\$2
 D10: (C2) +*A10*(1+*A\$1)^D\$2
 E10: (C2) +*A10*(1+*A\$1)^E\$2
 F10: (C2) +*A10*(1+*A\$1)^F\$2
 A11: (C2) +A10+10
 B11: (C2) +*A11*(1+*A\$1)^B\$2
 C11: (C2) +*A11*(1+*A\$1)^C\$2
 D11: (C2) +*A11*(1+*A\$1)^D\$2
 E11: (C2) +*A11*(1+*A\$1)^E\$2
 F11: (C2) +*A11*(1+*A\$1)^F\$2
 A12: (C2) +A11+10
 B12: (C2) +*A12*(1+*A\$1)^B\$2
 C12: (C2) +*A12*(1+*A\$1)^C\$2
 D12: (C2) +*A12*(1+*A\$1)^D\$2
 E12: (C2) +*A12*(1+*A\$1)^E\$2
 F12: (C2) +*A12*(1+*A\$1)^F\$2

APPLICATION D

THE HOTEL MANAGER

Hotel Customer Types by Month



Guests

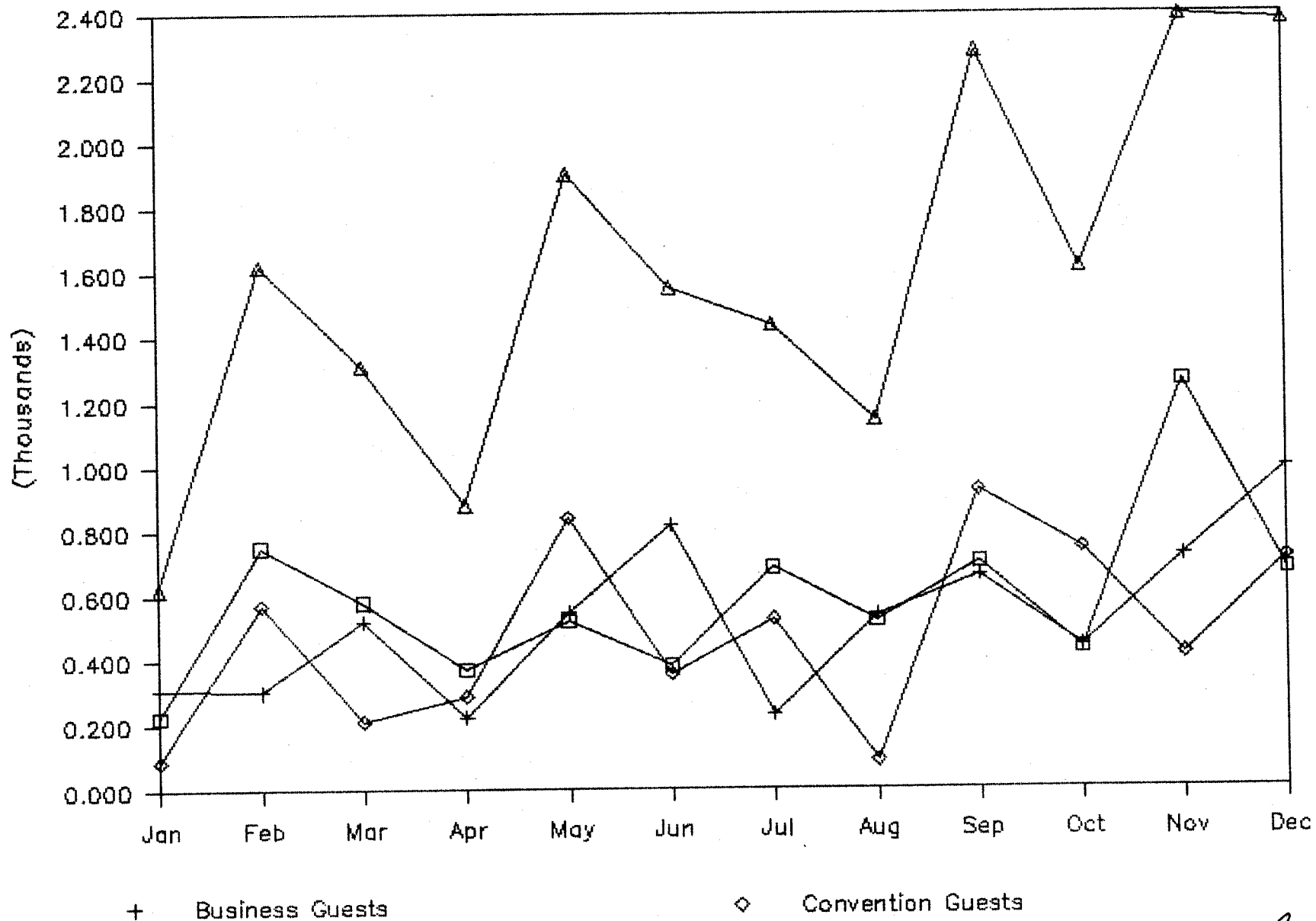


Business Guests



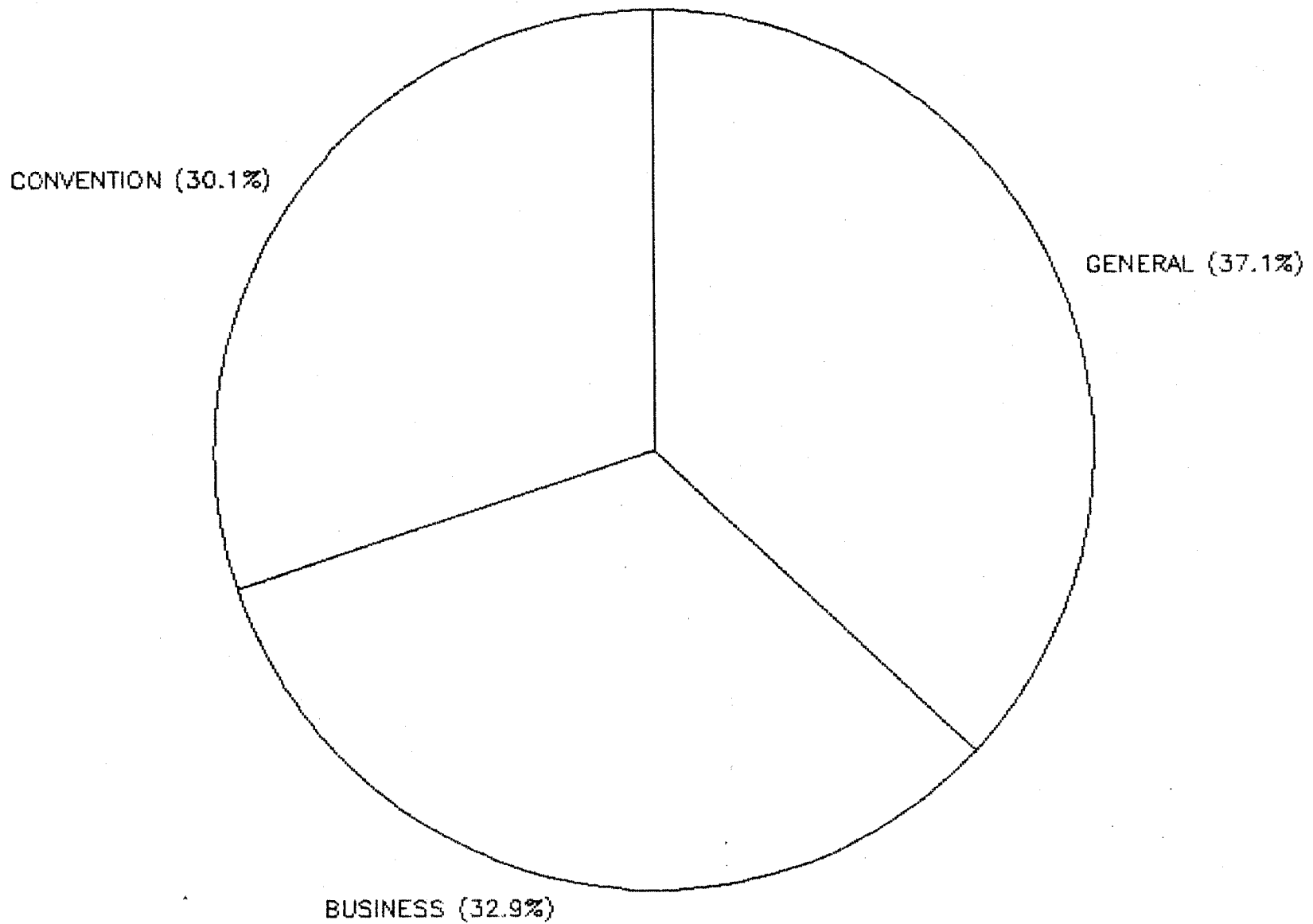
Convention Guests

Guests by Type and Total Patronage



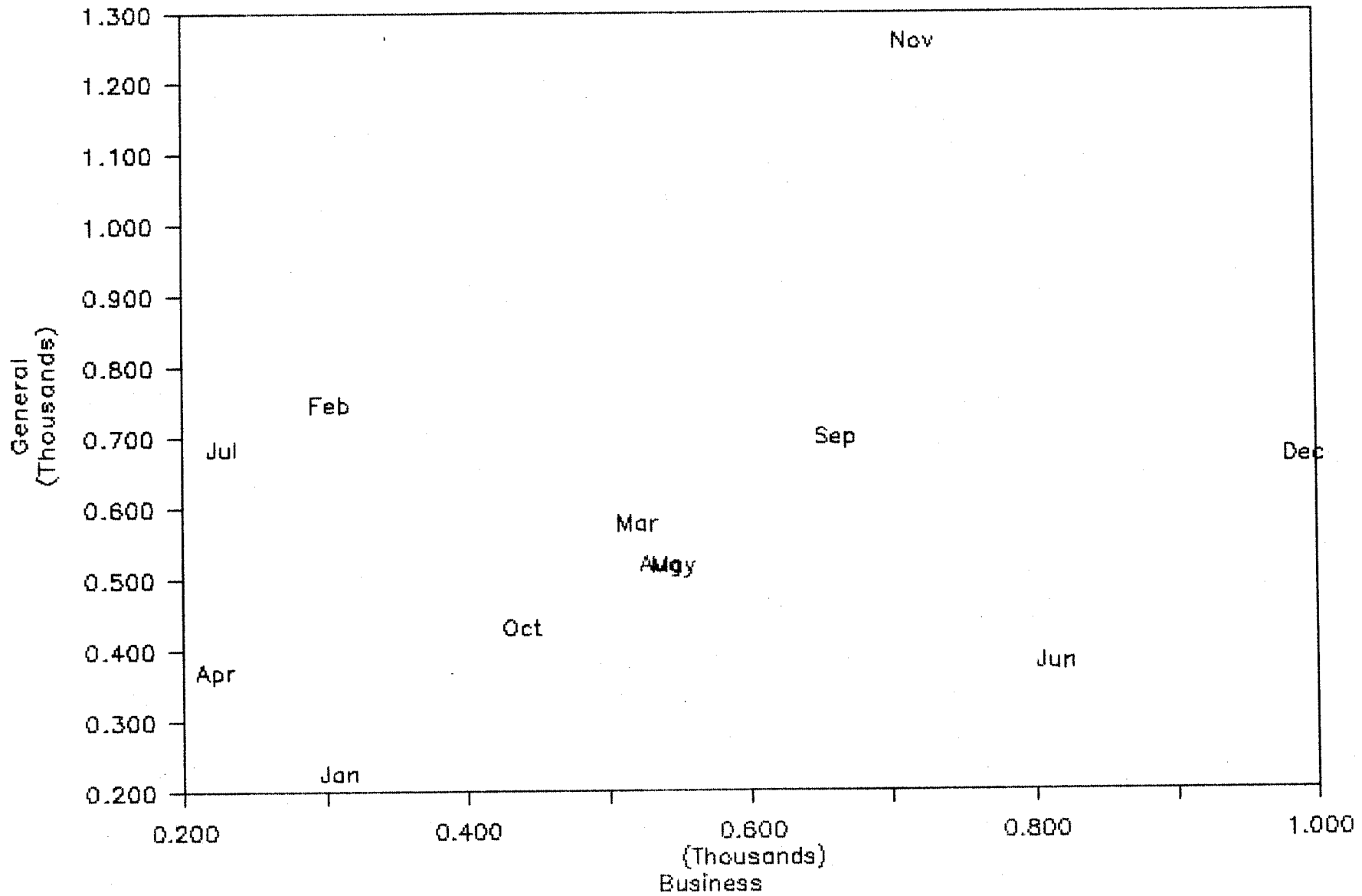
Complete legend

Proportion of Each Type of Guest



Hotel Customer Comparison

General and Business Guests



MONTH	GENERAL	BUSINESS	CONVENTION	TOTAL
Jan	225	309	88	622
Feb	747	303	571	1621
Mar	578	521	211	1310
Apr	370	222	287	879
May	519	546	837	1902
Jun	382	815	354	1551
Jul	684	228	524	1436
Aug	520	537	85	1142
Sep	700	660	921	2281
Oct	431	439	743	1613
Nov	1260	717	414	2391
Dec	673	991	712	2376
Total	7089	6288	5747	

A1: 'MONTH
B1: 'GENERAL
C1: 'BUSINESS
D1: 'CONVENTION
F1: 'TOTAL
A2: 'Jan
B2: 225
C2: 309
D2: 88
F2: @SUM(B2..D2)
A3: 'Feb
B3: 747
C3: 303
D3: 571
F3: @SUM(B3..D3)
A4: 'Mar
B4: 578
C4: 521
D4: 211
F4: @SUM(B4..D4)
A5: 'Apr
B5: 370
C5: 222
D5: 287
F5: @SUM(B5..D5)
A6: 'May
B6: 519
C6: 546
D6: 837
F6: @SUM(B6..D6)
A7: 'Jun
B7: 382
C7: 815
D7: 354
F7: @SUM(B7..D7)
A8: 'Jul
B8: 684
C8: 228
D8: 524

F8: @SUM(B8..D8)
A9: 'Aug
B9: 520
C9: 537
D9: 85
F9: @SUM(B9..D9)
A10: 'Sep
B10: 700
C10: 660
D10: 921
F10: @SUM(B10..D10)
A11: 'Oct
B11: 431
C11: 439
D11: 743
F11: @SUM(B11..D11)
A12: 'Nov
B12: 1260
C12: 717
D12: 414
F12: @SUM(B12..D12)
A13: 'Dec
B13: 673
C13: 991
D13: 712
F13: @SUM(B13..D13)
A14: 'Total
E14: @SUM(B2..B13)
C14: @SUM(C2..C13)
D14: @SUM(D2..D13)

PART 3

ADVANCED SPREADSHEET AND DATA BASE OPERATIONS

D21: @PMT(X1,Y1/12,C0)

HPM

Range Line Page Options Clear Align Go Quit

Print the specified range

	A	B	C	D	E	F	G	H
13		3200		700	37500	140000		
14		3600		800	100000	160000		
15		4000		900	113500	180000		
16		4400		1000	125000	200000		
17		4800						
18		5200						
19		5600						
20		6000						
21		6400		0	0.075	0.085	0.095	0.105
22		6800		5000	100.1297	102.5626	105.0093	107.4595
23		7200		7000	140.2555	143.6157	147.0130	150.4573
24		7600		9000	180.3415	184.6487	189.0167	193.4451
25		8000		11000	220.4174	225.6818	231.0204	236.4329
26		8400		13000	260.4933	266.7149	273.0241	279.4207
27		8800		15000	300.5692	307.7477	315.0277	322.4085
28		9200		17000	340.6451	348.7810	357.0316	365.3960
29		9600		19000	380.7210	389.8140	399.0353	408.3841
30		10000		21000	420.7969	430.8471	441.0390	451.3719
31		10400		23000	460.8728	471.8802	483.0428	494.3597
32		10800		25000	500.9487	512.9132	525.0465	537.3475

24-Mar-87 03:26 AM

Name	Dept	Phone	Salary	Dept
Smith, Daniel	Executive	3335	48,597	*
Ross, Shannon	Production	3333	48,229	
Black, Melissa	Production	3392	47,877	
Poll, Beanna	Production	3081	46,794	Dept Avg
Trafton, Alexis	Production	3370	44,838	Salary
Blair, Patrick	Production	3792	44,711	33084.80
Ross, Kelly	Finance	3194	44,661	
Perlewitz, Tyler	Production	3422	43,700	
Hibbner, Jessica	Personnel	3956	43,647	
Ernst, Ray	Production	3125	42,541	
Koltz, Ludewyk	Marketing	3394	41,907	
Skyles, Giuseppe	Production	3484	41,421	
Frosner, Emily	Executive	3169	40,741	
Broekhuizen, Matthew	Marketing	3383	36,835	
Stone, Jessica	Executive	3989	36,471	
Bragov, Lisa	Finance	3328	32,318	
Chudzinski, Tom	Executive	3342	32,289	
Daniels, Adrienne	Production	3139	32,231	
Karent, Sarah	Marketing	3160	29,133	
Levy, Andrea	Production	3017	28,411	
Kendall, Adam	Personnel	3814	28,076	
Kilmer, Jeffrey	Finance	3885	27,923	
Jenks, Michael	Production	3731	27,572	
Salisbury, Patricia	Finance	3995	24,450	
Bosman, Matthew	Production	3100	24,375	
Reim, Daniel	Production	3335	24,045	
Parker, Timothy	Marketing	3390	23,519	
Yap, John	Production	3400	23,671	
Pinto, Stephen	Production	3647	22,654	
Ones, Katherine	Production	3788	21,507	
Hart, Joseph	Production	3448	20,455	
Arndt, Tobie	Personnel	3197	18,011	
Evans, Kathleen	Executive	3541	17,586	
Knowles, Steven	Marketing	3330	15,425	
McNamara, Ian	Production	3445	13,464	
Sevian, Katherine	Production	3527	13,319	
Kajikrav, Amy	Production	3815	11,543	
Behrens, Meredith	Production	3171	11,416	

Name	Dept	Phone	Salary	Dept
Smith, Daniel	Executive	3283	48,597	
Ross, Shannon	Production	3883	48,229	
Black, Melissa	Production	3392	47,877	
Poll, Beanna	Production	3081	46,794	
Trafton, Alexis	Production	3370	44,838	
Blair, Patrick	Production	3792	44,711	
Ross, Kelly	Finance	3194	44,661	
Perlewitz, Tyler	Production	3422	43,700	
Hibbner, Jessica	Personnel	3956	43,647	
Ernst, Ray	Production	3125	42,541	
Koltz, Ludewyk	Marketing	3394	41,907	
Skyles, Giuseppe	Production	3484	41,421	
Frosner, Emily	Executive	3169	40,741	
Broekhuizen, Matthew	Marketing	3383	36,835	

Time Keeper's Worksheet

Name	Hourly Rate	Regular	Overtime	Sick	Vacation	Regular Pay	Overtime Pay
Acamo	12.75	40.00	0.00	0.00	0.00	510.00	0.00
Blank	10.00	40.00	0.00	0.00	8.00	400.00	0.00
Campbell	6.25	40.00	0.00	0.00	0.00	250.00	0.00
Deland	9.25	40.00	10.00	0.00	0.00	370.00	92.50
Evater	10.50	36.00	0.00	4.00	0.00	378.00	0.00
Frost	10.00	40.00	0.00	0.00	0.00	400.00	0.00
Gilliv	5.00	0.00	0.00	0.00	40.00	0.00	0.00
TOTALS		585	228.00	4.00	48.00	2,450.50	239.50
		week of 1	13-Jan			TOTAL PAYROLL	\$2,690.00

General Fiduciary /pproregon~g

General Fiduciary

General Fiduciary

General Fiduciary /pproregon~g

General Fiduciary

General Fiduciary

APPLICATION E

PREDICTING THE FUTURE

Name	1982	1983	-250.0	14.0
BETTY OIL	487.6	593.0	0.0	10.0
MOTOROLA, INC.	440.6	346.0	250.0	6.0
BEARS, ROEBUCK	432.0	439.0		9.0
GENERAL TELEPHONE	419.4	407.5		
GENERAL ELECTRIC	412.0	455.6		
GULF OIL	335.6	273.5		
STANDARD OIL (IND.)	287.1	546.0		
EASTMAN KODAK	271.1	303.2		
BRISTOL-MYERS	265.0	314.0		
<u>MERCK & CO</u>	199.7	245.0		
AMER. HOME PRODUCTS	109.6	107.5		
AMERICAN TELEPHONE	61.9	65.4		
GENERAL MOTORS	60.1	69.9		
STANDARD OIL (CALIF)	-3.5	-3.3		
PHILIP MORRIS	-58.0	-56.9		
EXXON CORP.	-72.1	-78.9		
DOW CHEMICAL	-122.6	-126.2		
MINNESOTA MINING&MFG	-139.6	-141.9		
SCHLUMBERGER, LTD.	-144.7	-179.0		
AMERICAN EXPRESS	-154.7	-139.1		
STANDARD OIL (OHIO)	-190.6	-162.8		
REYNOLDS INDUSTRIES	-215.1	-200.4		
HEWLETT-PACKARD CO.	-226.4	-247.0		
BRITISH PETROLEUM	-242.3	-267.4		
COCA-COLA	-288.0	-349.7		
PFIZER, INC.	-329.3	-322.6		
MOBIL CORP.	-381.6	-388.7		
UNION PACIFIC CORP.	-386.0	-450.0		
DU PONT	-398.9	-493.8		
FORD MOTOR	-409.0	-332.0		
WAL-MART STORES	-415.3	-360.9		
ATLANTIC RICHFIELD	-457.1	-367.0		
INT'L TELEPHONE	-458.0	-380.7		
PROCTER&GAMBLE	-462.1	-465.2		
TEXACO, INC.	-479.1	-380.1		
JOHNSON&JOHNSON	-484.0	-517.3		
INT'L BUSINESS MACH.	-491.0	-602.5		

APPLICATION F

POOR RICHARD'S III

Poor Richard's Automotive Company
Automobile Purchase Analysis

Automobile Stock # 10115
Dealer Cost \$8,546.00
List Price \$10,950.00

84 Pont. Gran Prix

Trade in Value \$360.00
Trade in Allowance \$1,200.00

Net Cost \$8,186.00
Net Price \$9,750.00

Percent Profit 16.0%

Sales Tax Rate 5.0%
Finance A.P.R. 13.9%
Number of Payments 48

Monthly Payment \$279.24

Poor Richard's Automotive Company
Automobile Purchase Analysis

Automobile Stock # 12345
Dealer Cost \$10,000.00
List Price \$12,000.00

84 Pont. Parisienne SW

Trade in Value \$360.00
Trade in Allowance \$1,200.00

Net Cost \$9,640.00
Net Price \$10,800.00

Percent Profit 10.7%

Sales Tax Rate 5.0%
Finance A.P.R. 13.9%

Monthly Payment \$309.31

Number of Payments 48

Poor Richard's Automotive Company
Automobile Purchase Analysis

Automobile Stock # 11250
Dealer Cost \$7,632.00
List Price \$9,590.00

85 Buick Skyhawk

Trade in Value \$500.00
Trade in Allowance \$1,200.00

Net Cost \$7,132.00
Net Price \$8,390.00

Percent Profit 15.0%

Sales Tax Rate 5.0%
Finance A.P.R. 13.9%
Number of Payments 48

Monthly Payment \$240.29

Stock No.	Description	Our Cost	Sticker Price
10005	84 Pont. 6000 Coupe	\$4,037	\$6,600
10115	84 Pont. Gran Prix	\$8,546	\$10,950
11250	85 Buick Skyhawk	\$7,632	\$9,590
11489	85 Buick Century	\$7,553	\$9,895
11564	85 Buick Electra Estate SW	\$10,089	\$14,500
11986	85 Pont. Firebird	\$5,883	\$8,250
12345	84 Pont. Parisienne SW	\$10,000	\$12,000
14008	85 Pont. 6000 SW	\$7,256	\$9,300
99999		ERR	ERR

ERR

A1: PR 'Poor Richard's Automotive Company
H1: PR [W10] 'Stock No.
I1: PR [W30] 'Description
J1: PR [W9] 'Our Cost
K1: PR [W13] 'Sticker Price
A2: PR 'Automobile Purchase Analysis
H2: PR [W10] \-
I2: PR [W30] \-
J2: PR [W9] \-
K2: PR [W13] \-
H3: PR [W10] 10005
I3: PR [W30] '84 Pont. 6000 Coupe
J3: (CO) PR [W9] 4037
K3: (CO) PR [W13] 6600
A4: PR 'Automobile Stock #
C4: PR [W12] 12345
H4: PR [W10] 10115
I4: PR [W30] '84 Pont. Gran Prix
J4: (CO) PR [W9] 8546
K4: (CO) PR [W13] 10950
A5: PR 'Dealer Cost
C5: (C2) PR [W12] @VLOOKUP(TESTCASE,INVENTORY,2)
H5: PR [W10] 11250
I5: PR [W30] '85 Buick Skyhawk
J5: (CO) PR [W9] 7632
K5: (CO) PR [W13] 9590
A6: PR 'List Price
C6: (C2) PR [W12] @VLOOKUP(TESTCASE,INVENTORY,3)
H6: PR [W10] 11489
I6: PR [W30] '85 Buick Century
J6: (CO) PR [W9] 7553
K6: (CO) PR [W13] 9895
H7: PR [W10] 11564
I7: PR [W30] '85 Buick Electra Estate SW
J7: (CO) PR [W9] 10089
K7: (CO) PR [W13] 14500

A8: PR 'Trade in Value
C8: (C2) U [W12] 360
H8: PR [W10] 11986
I8: PR [W30] '85 Pont. Firebird
J8: (CO) PR [W9] 5883
K8: (CO) PR [W13] 8250
A9: PR 'Trade in Allowance
C9: (C2) U [W12] 1200
H9: PR [W10] 12345
I9: PR [W30] '84 Pont. Parisienne SW
J9: (CO) PR [W9] 10000
K9: (CO) PR [W13] 12000
H10: PR [W10] 14008
I10: PR [W30] '85 Pont. 6000 SW
J10: (CO) PR [W9] 7256
K10: (CO) PR [W13] 9300
H11: PR [W10] 99999

K11: (C0) PR [W13] @ERR
A12: PR 'Net Cost
C12: (C2) PR [W12] +C5-C8
A13: PR 'Net Price
C13: (C2) PR [W12] +C6-C9
A15: PR 'Percent Profit
C15: (P1) PR [W12] (C13-C12)/C13
E16: PR 'Sales Tax Rate
G16: (P1) PR 0.05
E17: PR 'Finance A.P.R.
G17: (P1) PR 0.139
A18: PR 'Monthly Payment
C18: (C2) PR [W12] @PMT(C13+(G16*C13),G17/12,G18)
E18: PR 'Number of Payments
G18: U 48