

Operations Management 101
A Guide to Microsoft Excel using select problems.

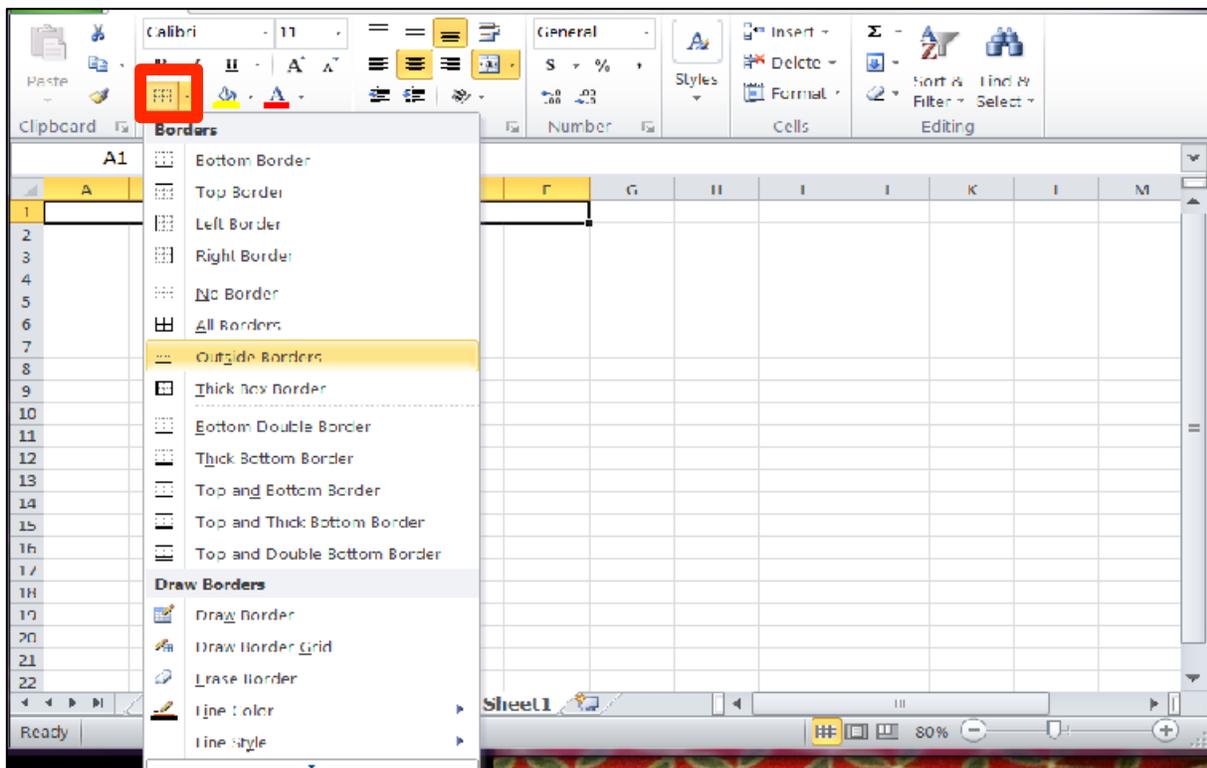
Below are instructions for #18 in Chapter 2.

Step 1: Insert a Data table.

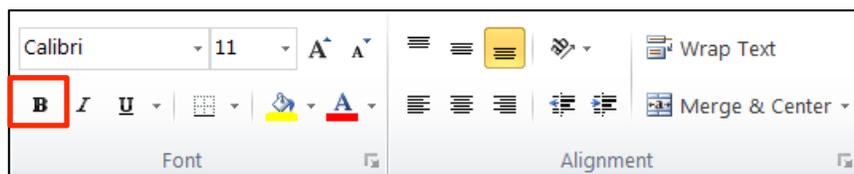
- a) In cell A1, type “Data” and press Enter.
- b) With your mouse, highlight Cells A1 to F1.
- c) Press the Merge and center button in the top toolbar (pictured below).



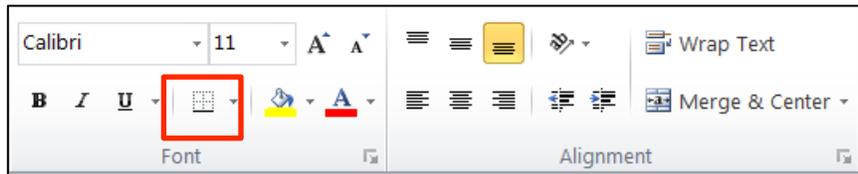
- d) Click cell A1 and create outline using icon shown below:



- e) In cell C3 type “US.”
- f) In cell D3 type “LDC.”
- g) Highlight cells C3 and D3 and press Bold (pictured below).



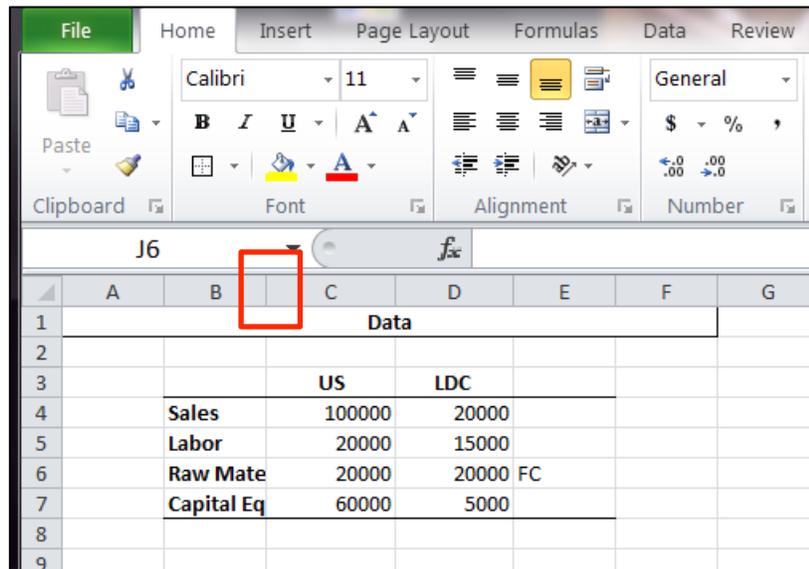
- h) Highlight cells B3 to E3.
- i) Create underline using icon featured below:



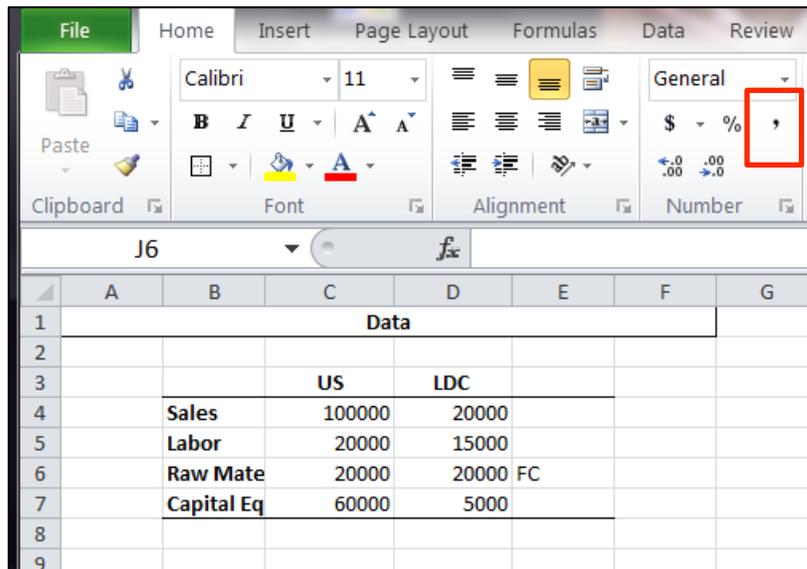
j) Input remaining data as shown

	A	B	C	D	E	F	G
1	Data						
2							
3			US	LDC			
4	Sales	100000		20000			
5	Labor	20000		15000			
6	Raw Mate	20000		20000	FC		
7	Capital Eq	60000		5000			
8							
9							

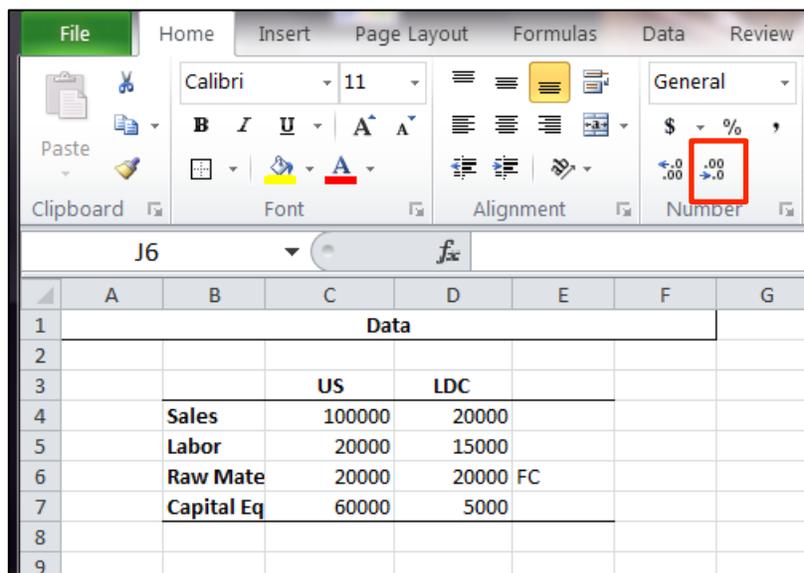
k) As you can see, you need to increase the size of column B. To do this, double click the area shown below.



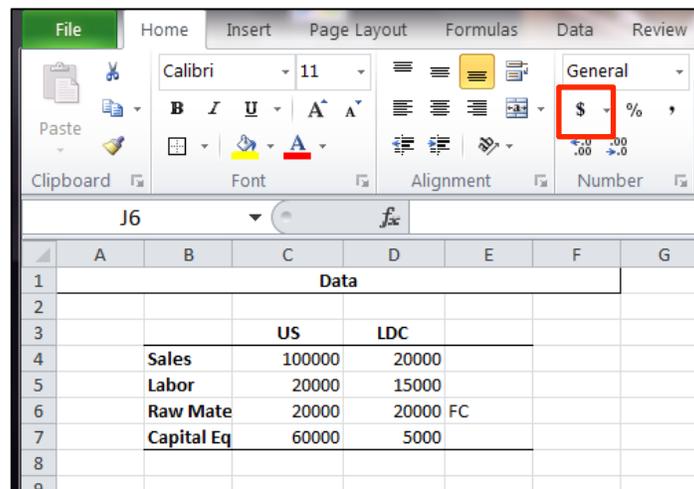
l) To format cell C4 with a comma, click cell C4 and click icon shown below



m) To decrease the decimal points, press the icon shown below (twice):

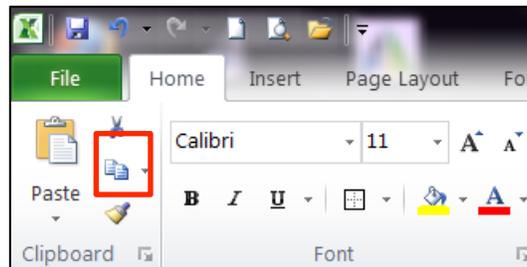


n) For cells C6 and D6, use the dollar sign instead of the comma icon:

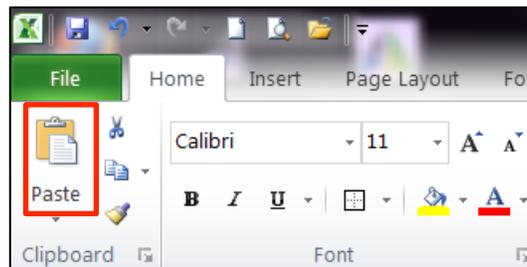


Step 2: Determine Partial Labor Productivity Figures:

- a) In cell B12, enter “=” and then click on cell C4; press enter.
- b) In cell B13, enter “=” and then click on cell C5; press enter.
- c) Create underline using same icon as described above in **Step 1** part i.
- d) In cell D12, enter “=B12/B13”; press enter.
- e) In cell B15, enter “=” and then click on cell D4; press enter.
- f) In cell B16, enter “=” and then click on cell D5; press enter.
- g) Note that you do NOT have to re-enter the formula. Instead, click cell D12 and press copy



- h) Click cell D15 and press paste.



Step 3: Determine Remaining Productivity Figures

- a) Repeat the same steps as listed above in **Step 2** but using the appropriate numbers.

b) Shown below is a screenshot of what your answer should look like:

A18		Partial Capital Productivity		
	A	B	C	D
18	Partial Capital Productivity =			
19				
20	US: =C4		=	=B20/B21
21		=C7		
22				
23	LDC: =D4		=	=B23/B24
24		=D7		
25				
26	b) Multifactor Productivity Figures			
27				
28	Multifigure Productivity = Output			
29				
30	US: =C4		=	=B30/B31
31		=C5+C7		
32				
33	LDC: =D4		=	=B33/B34
34		=D5+D7		
35				
36	c) Raw Material Productivity			
37				
38	Raw Material Productivity =			
39				
40	US: =C4		=	=B40/B41
41		=C6		

	A	B	C	D	E	F
17						
18	Partial Capital Productivity = Output (Sales) / Input (Capital)					
19						
20	US:	100,000	=	1.67		
21		60,000				
22						
23	LDC:	20,000	=	4.00		
24		5,000				
25						
26	b) Multifactor Productivity Figures					
27						
28	Multifigure Productivity = Output (Sales) / Input (Capital + Labor)					
29						
30	US:	100,000	=	1.25		
31		80,000				
32						
33	LDC:	20,000	=	1.00		
34		20,000				
35						
36	c) Raw Material Productivity					
37						
38	Raw Material Productivity = Output (Sales) / Input (Raw Materials)					
39						
40	US:	100,000	=	5.00		
41		20,000				
42						
43	LDC:	First, we must convert their currency to US Dollars				
44		Given: \$1 = FC 10				
45		Thus, 20,000 FC is \$2,000				
46						
47		20,000	=	10.00		
48		2,000				