## 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:

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- 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:

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j) Input remaining data as shown

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



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

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7		Capital Eq	60000	5000			
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m) To decrease the decimal points, press the icon shown below (twice):

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

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5		Labor	20000	15000			
6		Raw Mate	20000	20000	FC		
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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 🔻 💿	$f_{x}$	Partial C	apital Produ	47	Α	В	С	D	E	
1	Α	В	С	D	17	Partial Capit	tal Productivitu = 0	)utout (Sale	s)/Input((	Capital)	
8	Partial Capital Productivity =	_	_	_	19	r artial Capit	an roddorwy - c	arbar (oar	,sjrinpok (t	Sapital)	
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20	110	-01		-B20/B21	21		60,000	-			
20	03.	-04	- =	-020/021	22	1.00	20,000		4.00		
11		-07			23	LDC:	20,000	=	4.00		
2					29		5,000				
3	LDC:	=D4	- =	=B23/B24	26	b) Multifa	ctor Productivit	v Figures			
4		=D7			27						
25					28	Multifigure I	Productivity = Out	out (Sales)	Input (Cap	bital + Lat	þ
26	b) Multifactor Productivity F				29				1.00		
27					30	US:	100,000	=	1.25		
8	Multifigure Productivity = O				31		80,000				
29	, ,				33	LDC:	20.000		100		
20	115.	=C4		=B30/B31	34	200.	20,000	=			
01	00.	-04	- =	-030/031	35						
1		-03107			- 36	c) Raw Ma	terial Productiv	ity			
2					37						
3	LDC:	=D4	=	=B33/B34	38	Haw Materia	al Productivity = Ou	utput (Sales	s) / Input (R	aw Materi	ĉ
j <b>4</b>		=D5+D7			39	110-	100,000		5.00		
5					40		20,000	=	3.00		
6	c) Raw Material Productivity				42		20,000				
37					43	LDC:	First, we must cor	nvert their c	urrency to I	JS Dollar	2
38	Raw Material Productivity =				44		Given: \$1 = FC 10				
39					45		Thus, 20,000 FC i	s \$2,000			
40	110.	=C4		=B40/B41	46	_	20,000		10.00		
11	03.	-04	- =	-040/041	47		20,000	=	10.00		
11		-00			40		2,000				L