

Operations Management 101

A Guide to Microsoft Excel using select problems.

Below are instructions intended to help students how to better use Microsoft Excel in order to solve word problems. In order to make the most of this tutorial, it is suggested that you read this guide while simultaneously working in the Excel Spreadsheet provided which shows the solutions to the different problems. Note that the best way to master Excel is to experiment and practice within your own spreadsheet.

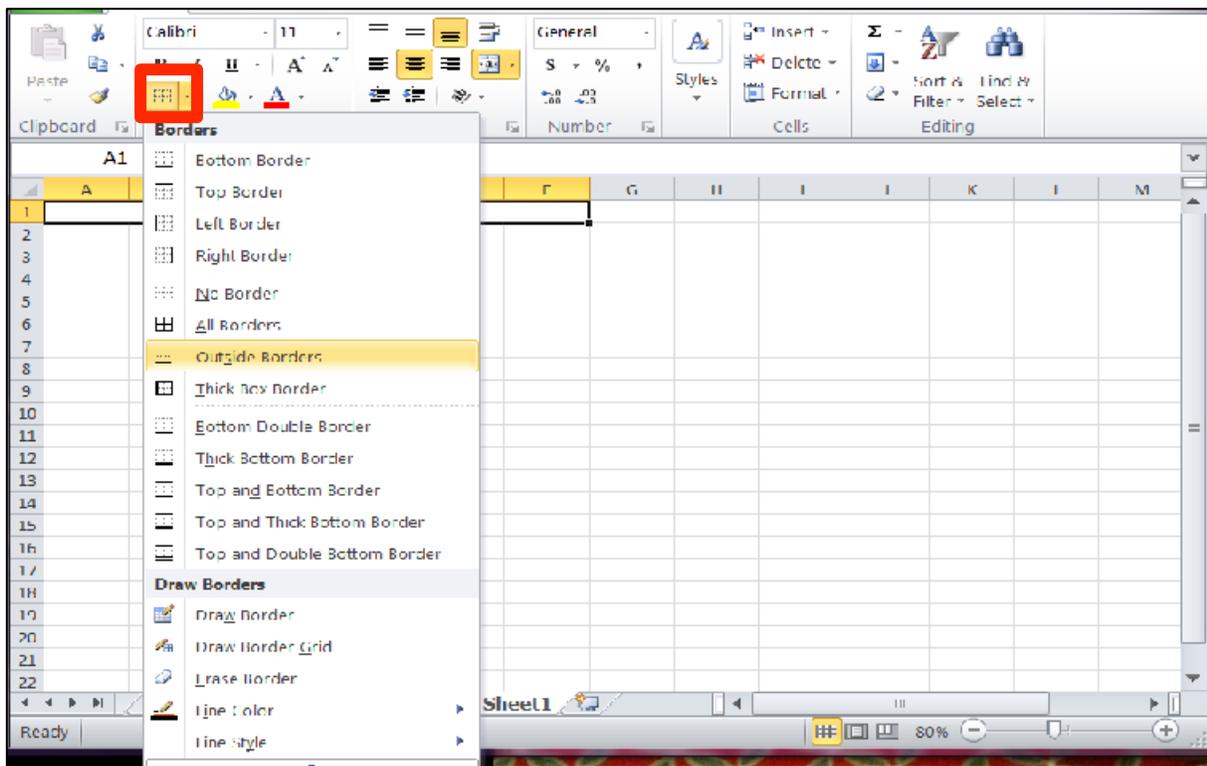
Chapter 2 #22

Step 1: Insert a Data table.

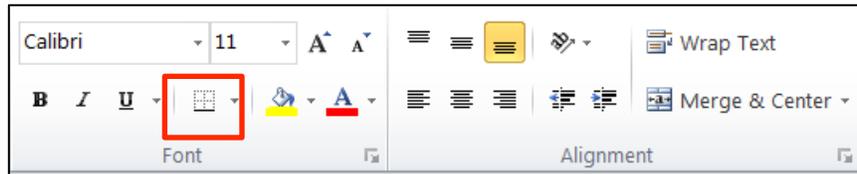
- In cell A1, type "Data" and press Enter.
- With your mouse, highlight Cells A1 to C1.
- Press the Merge and center button in the top toolbar (pictured below).



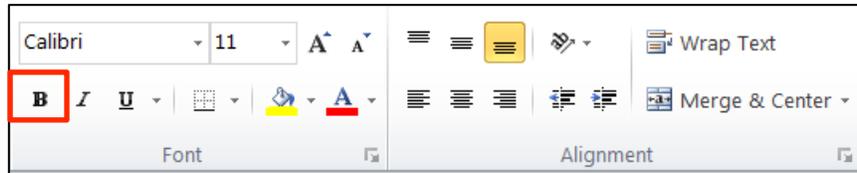
- Click cell A1 and create outline using icon shown below:



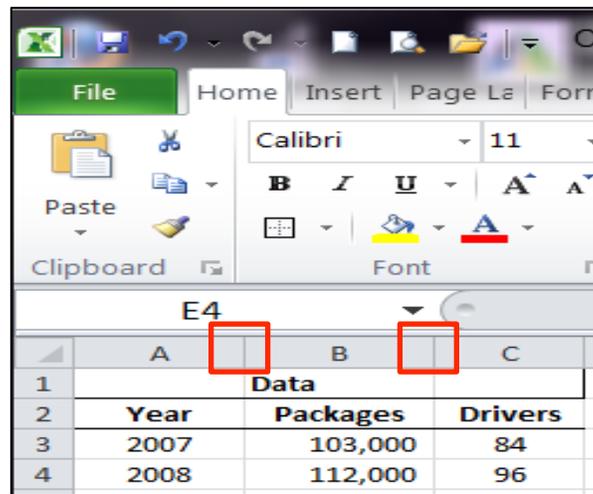
- e) In cell A2, type “Year.”
- f) In cell B2, type “Packages.”
- g) In cell C2, type “Driver.”
- h) Highlight cells A2 to C2 and click the Underline icon shown below:



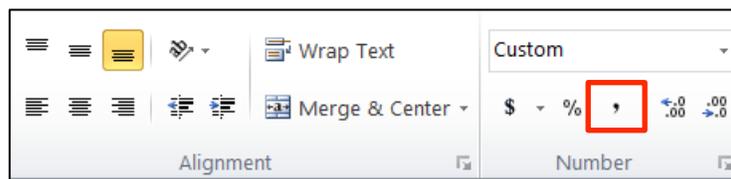
- i) Highlight cells A1 to C2 and click the Bold icon shown below:



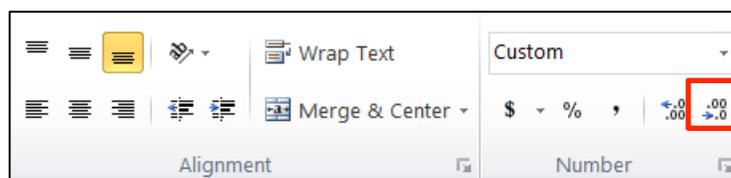
- j) As you can see, you need to increase the size of column B and C. To do this, double click the areas shown below.



- k) To format cell B3 with a comma, click cell B3 and click icon shown below

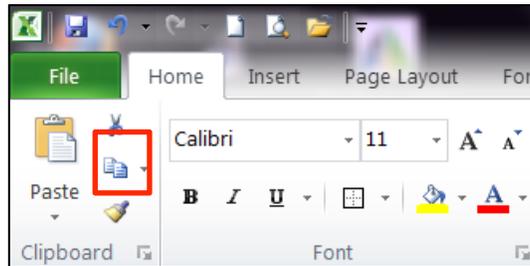


- l) To decrease the decimal points, press the icon shown below (twice):

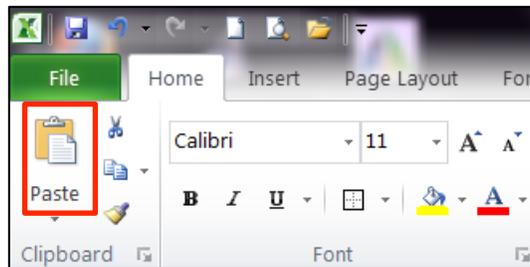


Step 2: Determine Productivity

- In cell B8, type “=” and click cell B3.
- In cell B9, type “=” and click cell C3.
- Create underline using same icon as described above in **Step 1** part h.
- In cell D8, enter “=B8/B9”; press enter.
- In cell B12, enter “=” and then click on cell B4; press enter.
- In cell B13, enter “=” and then click on cell C4; press enter.
- Note that you do NOT have to re-enter the formula. Instead, click cell D8 and press copy

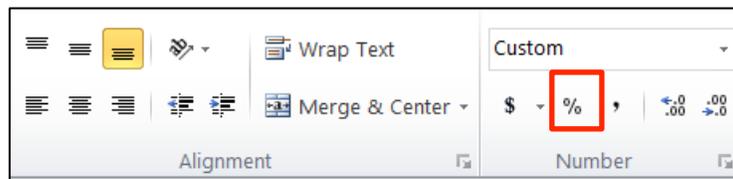


- Click cell D12 and press paste.



Step 3: Determine Percentage Change

- In cell B17, type “=D12-D8”; press enter.
- In cell B18, type “=D8” press enter.
- Copy the formula in D8 and paste it in D17 using the steps described in **Step 2** parts g & h.
- To format cell D17 as a percentage, click cell D17 and press the icon shown below:



e) Shown below are what all the answers should look like:

	A	B	C	D
1		Data		
2	Year	Packages	Drivers	
3	2007	103000	84	
4	2008	112000	96	
5				
6	Productivity = Output (I			
7				
8	2007	=B3	=	=B8/B9
9		=C3		
10				
11				
12	2008	=B4	=	=B12/B13
13		=C4		
14				
15	Percentage Change = (2			
16				
17	% Change:	=D8-D12	=	=B17/B18
18		=D8		
19				

	A	B	C	D	E
1		Data			
2	Year	Packages	Drivers		
3	2007	103,000	84		
4	2008	112,000	96		
5					
6	Productivity = Output (Packages) / Input (Drivers				
7					
8	2007	103,000	=	1,226.2	
9		84			
10					
11					
12	2008	112,000	=	1,166.7	
13		96			
14					
15	Percentage Change = (2008 Productivity-2007 Productivity				
16					
17	% Change:	59.52	=	4.85%	
18		1,226.2			