

BUSINESS MATH

USING EXCEL

Name _____

Date _____

	A	B	C
1	Chapter 03 - Exercise 06 (Answers)		
2			
3	Brookhollow Manufacturing, Inc.		
4	Departments	Number of	% of
5		Employees	Total
6	Human Resources	4	3.57%
7	Administration	5	4.46%
8	Accounting	5	4.46%
9	Sales/Marketing	7	6.25%
10	Production	91	81.25%
11	Total	112	100.00%
12			
13	Directions:		
14	a. Format Column C for Percentage. Set Decimal places to 2.		
15	b. Enter the formula in Cell C6 to calculate what percent the Number of Employees in the Human Resources Department is of the Total of All Employees.		
16	c. Copy the formula in Cell C6 down Column C. (Note: Be sure to change B11, the divisor, to \$B\$11 to tell Excel the cell reference is absolute.)		
17	d. Save the file as ch03ex06a.xlsx .		
18			