h. Calculate the required periodic payment by doing the following:
   • Click cell G5, click Financial in the Function Library Group, and then click PMT.
   • Type $5/SDS17 in the Rate box, type $E$5 in the Nper box, type -$E$5 in the PV box, and then click OK.
   • Double-click cell G5's fill handle to copy the function down the column.
   • Click the Auto Fill Options button, and click Fill Without Formatting.

i. Select the range B5:B10, click the Quick Analysis button, click TOTALS, and select Sum from the Quick Analysis Gallery.

j. Click cell E11 and type =AVERAGE(E5:E10) to calculate the average amount financed.

k. Create a footer with your name on the left side, the sheet name code in the center, and the file name on the right side.

l. Save and close the workbook. Based on your instructor's directions, submit e02p1AutoSales_LastFirst.

2 Lockridge Marketing Analytics

As a business analyst for Lockridge Marketing Analytics, you have been tasked with awarding performance bonuses. You prepare a model to calculate employee bonuses based on average customer satisfaction survey results. The survey is based on a scale of 1 to 5 with 5 being the highest rating. Employees with survey results where ratings are between 1 and 2.9 do not receive bonuses, scores between 3 and 3.9 earn a 2% one-time bonus on their monthly salary, and scores of 4 or higher receive a 5% bonus. In addition, you calculate basic summary data for reporting purposes. Refer to Figure 2.30 as you complete this exercise.

![Figure 2.30 Lockridge Marketing Analytics](image)

**FIGURE 2.30** Lockridge Marketing Analytics

a. Open e02p2Bonus and save it as e02p2Bonus_LastFirst.

b. Click cell B4, click the Formulas tab, click Date & Time in the Function Library group, select TODAY, and then click OK to enter today's date in the cell.