



EXCEL PROJECT 11: Calculating Property Taxes

Objectives

- Use auto sum
- Create and copy a formula
- Format cell values

Each year Suzanna receives a notice from the city's central appraisal district with information on the proposed appraisal value of her house. The appraisal value is used to calculate her property taxes. Suzanna decides to transfer these figures to a workbook so she can keep track of the information and compare her property taxes from one year to another.

1. Open **EX Project 11.xlsx** from the folder containing your data files, and save it as **House Appraisal XXX.xlsx** (replace XXX with your name).
2. In cell B9, use the AutoSum button to determine the total market value of the property by adding the total values in cells B3:b8.
3. Format cells B3:B9 as Currency with zero decimal places.
4. Format cells B12:B16 as Percentage with five decimals.
5. In cell C12, use a formula to calculate the county tax owed by multiplying the total market value of the property (cell B9) by the county tax rate (cell B12). Use an absolute reference for cell B9. *** SEE CRITICAL THINKING BELOW ***
6. Use the fill handle in cell C12 to copy the formula to cells C13:C16
7. If necessary, format cells C12:C16 as Currency with two decimals.
8. Delete Sheet 2 and Sheet 3 from the workbook.
9. Save and close the workbook, then exit excel.

Critical Thinking

Just like in life, we might not know how to do everything. Absolute reference? How do we do that? Google how to create an absolute reference in Excel. Follow the directions you find online to do the problem correctly.

