EXCEL PROJECT 11: Calculating Property Taxes

Objectives Practiced

▶ Use AutoSum.

▶ Format cell values.

▶ Create and copy a formula.

Each year Suzana 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. Suzana 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 initials).

2. In cell B9, use the AutoSum button to determine the total market value of the property by adding the total of the 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 decimal places.

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.

   ◀ **Hint** *You create an absolute reference by typing a dollar sign before the column letter or row number.*

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 Sheet2 and Sheet3 from the workbook.

9. Save and close the workbook, then exit Excel.