**Procurement Specialist - Skills Quiz**

Name:

Phone:

Email:

1. Calculate the percentage of year over year variance:

Sales for 2018 were $185,000

Sales for 2017 were $200,000

2. You have an Excel spreadsheet with unique account numbers and addresses for 1,000 stores. You have a separate Excel spreadsheet with sales data for each of those accounts. What functions would you use to combine these lists?

3. You've been given an Excel based sales report for multiple years, various products and several regions. The report has 100,000 lines of data. You've been asked to provide 3 summaries - one by year, one by product and one by region. What tool would you use to create this summary?

4. You are tasked to create a complete list of accounts serviced by your company. You’ve been forwarded multiple lists, some having the same accounts. How would you insure that your compiled list has each store listed only once?

5. Calculate the sell through:

A company distributes 16,000 copies of Vogue Magazine, October - Issue #10, and sells 7,300 copies.

6. If the retail on a book is $15.99 and the customer’s discount is 53%, what is the customer’s cost?

7. If you are placing an order for books and need 382 copies but you have to order in case counts of 48, what is the total amount of books you will need to order?

8. How would you take the text in one or more cells and split it into multiple cells? For example, splitting up a person’s full name into first, middle and last names.

Attach your competed quiz to an email and send it to: [ANCSkillsQuiz@gmail.com](mailto:ancskillsquiz@gmail.com)