

Advanced Excel Training

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The following functions were reviewed in a pre-training assignment. Many of these will be used in answering the questions associated with the scenario.

LEFT	SUM	MAX	NETWORKDAYS	SUMIF
RIGHT	AVERAGE	TODAY	DATEDIF	SUMIFS
MID	COUNT	DATE	IF	AVERAGEIF
TRIM	COUNTA	DATEVALUE	COUNTIF	AVERAGEIFS
CONCATENATE	MIN	WORKDAY	COUNTIFS	

Scenario (please note that the scenario and all data are fictional):

A legislator is considering a bill to change program A. Program A provides weekly payments to eligible beneficiaries. Average costs to administer Program A are \$19.54 per determination (includes the cost of payment, if any). The proposed change is to make payments only once each month to save administrative costs. The sponsor assumes that costs per payment will increase to a maximum amount equal to the average administrative costs of Program B. Program B provides monthly benefits to eligible beneficiaries. Average costs to administer Program B are \$26.55 per determination. Some beneficiaries of Program A also receive benefits from Program B. While all eligible benefits for Program A will be paid, the change delays some payments for most beneficiaries. Critics of the change say that delays in payments will adversely affect beneficiaries – especially women and some age groups such as those older than age 60.

The Office of the Legislative Fiscal Analyst (LFA) asks you to examine the data for the month of January 2014 to answer the following questions:

1. How many determinations were made for each program? How many payments were made for each program? Some determinations result in no payment; these are identified with an amount equal to zero. What are the total amounts of payments for each program?
2. How many beneficiaries are there of programs A and B?
 - a. Include a summary by gender
 - b. Include a summary by age based on the beneficiary's age as of 1/1/14 (you may group these individually – or by decade – those less than age 20, ages 20-29, ages 30-39, ages 40-49, etc. and those over age 60)
3. What is the average benefit amount for programs A and B? Hint: Amounts equal to zero should not be part of the average (zeros skew results if included; therefore, exclude them in calculating the average).
 - a. Include a summary by gender
 - b. Include a summary by age based on the beneficiary's age as of 1/1/14 (you may group these individually – or by decade – those less than age 20, ages 20-29, ages 30-39, ages 40-49, etc. and those over age 60)
4. What is the total associated administrative costs for each program?
5. What are the potential savings of the change?
6. How many individuals participate in both programs A and B?