Excel Formatting

You are a salesperson at a sporting goods store. You are provided with amounts sold for baseballs, skis, sleds and tents during the months of January through June. You are to create a workbook using sheet one to analyze the sales for total, average, minimum, and maximum for each month.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | January | February | March | April | May | June |
| Baseballs | 0 | 5 | 60 | 310 | 310 | 160 |
| Skis | 210 | 160 | 40 | 25 | 22 | 0 |
| Sleds | 760 | 410 | 25 | 0 | 0 | 0 |
| Tents | 13 | 13 | 34 | 50 | 16 | 85 |

1. Enter data on sheet one in Excel.
2. Use functions to calculate totals, average, minimum, and maximum for each month.
3. Format- Make the first column and first row bold with 12 font and Arial Black.

Add a bottom border to row 1 and a right border to column A

Apply table style light 19 and banded columns

1. Change sheet one tab to Sales with red tab

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monthly Sales by Location | | | | |
| Location | May | June | July | Totals |
| Center City | $26,023 | $31,542 | $24,479 |  |
| Glenville | $14,569 | $16,437 | $16,338 |  |
| Santa Clair | $22,033 | $27,164 | $24,556 |  |
| Hunter Beach | $20,563 | $19,555 | $18,055 |  |
| Camion | $19,627 | $21,003 | $22,157 |  |
| St. Paul | $25,917 | $26,163 | $23,457 |  |
| Seaport | $28,894 | $29,345 | $33,189 |  |
| Adina | $18,432 | $16,642 | $15,332 |  |
| Total |  |  |  |  |

1. Enter data on sheet two. Name sheet Locations with orange tab.
2. Calculate totals
3. Make the monthly totals green and grand total red
4. Use up arrow shape to display Seaport's monthly sales and total. Add Shape Effects, drag below monthly total, change colors to Colored Fill Accent 3, and resize as needed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sales Leaders for Fiscal Year | | | | | |
| Employee | January Sales | February Sales | March Sales | Total | Commission |
| Doe | 2152 | 2343 | 4202 |  |  |
| Johnson | 3672 | 3041 | 2584 |  |  |
| Brown | 1674 | 2919 | 3157 |  |  |
| Green | 2021 | 2156 | 2278 |  |  |
| Smith | 3220 | 2896 | 2853 |  |  |

1. Enter data on sheet three using Currency style. Adjust column width, merge cells, and content alignment as needed. Sort employees in alphabetical order. Name sheet Employee with blue tab.
2. Calculate total and 6% commission.
3. Skip a line, key Total of commissions and calculate.
4. Create a cluster column chart for January sales. Be sure to title and label Axis as Sales (Dollars) and Employees.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Loan Options Car | | | | |
| Date and Time |  |  |  |  |
|  |  |  |  |  |
| Cost of Car | Interest rate | # of Payments | Monthly payment | Within Budget? |
| $2,750 | 5% | 60 |  |  |
| $5,000 | 5% | 60 |  |  |
| $6,500 | 5% | 60 |  |  |
| $8,000 | 5% | 60 |  |  |
| $9,500 | 5% | 60 |  |  |
| $12,000 | 5% | 60 |  |  |
| $14,500 | 5% | 60 |  |  |
| $17,000 | 5% | 60 |  |  |
| $19,500 | 5% | 60 |  |  |
| $22,000 | 5% | 60 |  |  |

1. Enter the data on sheet four. Name the sheet Car and color tab green. Format page and add image.
2. Calculate the date/time, monthly payment, and IF statement to determine within budget. The budget amount is $250.
3. Submit for grading.