Organize a Landscape Business

You have been asked to create records for a landscaping business created by some students. You will use Excel to create the business records.

Part 1: Create a Payroll Record

Goal: Your first task is to create a worksheet to track hours worked.

Create a worksheet:

* In cells **A2** through **A5**, list the names, **Tom, Taylor, Sharon, and Mark**.
* Start in cell **B1** and use seven columns to list the days of the week. Label the column to the right of the weekday columns **Total Hours**.
* Label the column next to the Total Hours column **Paycheck**.
* Adjust the column width as necessary. Bold the heads of the columns. Place a border on the right edge of cells A2 through A5 and a bottom border on cells B1 through J1.
* Fill in the payroll record with the following information:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Hours Worked | | | | |
| Tom | Mon 4 | Wed 5 | Fri 6 | Sun 5 |
| Taylor | Mon 4 | Tue 3 | Wed 4 | Sat 4 |
| Sharon | Tue 5 | Thurs 5 | Sat 5 | Sun 5 |
| Mark | Tue 3 | Thurs 3 | Sat 3 | Sun 2 |

* Calculate the **total number of hours** each person worked and place this figure in the Total Hours column.
* Write a **formula** to find how much each person made for the week. The hourly rate is $11.50
* Calculate the **total payroll** for the week by adding the Paycheck column. Apply the **Currency style** to the Paycheck column.

Part 2: Keep Track of Work

Goal: The business partners want to keep track of the type of work performed so they can see how much money each type of work brings in.

Create a new worksheet; create a column for each of the following: Customer Name, Lawn Maintenance, Leaf Raking, Planting, Fertilizing, and Customer Total.

* Use the following data to fill in the worksheet. Apply Currency style to the numbers you enter. In the customer Total column, calculate the total for each customer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Customer Name | Lawn Maintenance | Leaf Raking | Planting | Fertilizing |
| Dan Schmidt | $40 | $50 | $35 |  |
| Maria Chavez | $55 |  |  | $35 |
| Jenny Humboldt |  | $30 | $45 |  |
| Jason Lee | $50 |  | $35 | $40 |
| Chris Jackson |  | $45 |  |  |
| Jamie Torres | $40 | $30 |  | $30 |
| Wendy Humboldt | $50 |  |  | $35 |
| Alex Weaver |  |  | $50 |  |
| Stephanie Cooke |  | $50 | $55 |  |
| Amy Donovan | $45 | $50 | $35 | $35 |

* At the bottom of the worksheet, add a row labeled Total per Service. Adjust column width as necessary. Find the sum of the column for lawn maintenance, leaf raking, planting, and fertilizing.
* Use borders, shading, and bolding to make the worksheet clear and readable.

Part 3: Create a Chart

Goal: You want to be able to see who the best customers are quickly. You decide to sort the worksheet and create a chart.

Create: In the worksheet you created in Part 2, select a cell in the Customer Total column.

* **Sort** the column in descending order so that the best customers are at the top of the worksheet.
* Select cells A1 to E11. Create a **column chart** that shows how much each customer spent on each service. Include the **title** Customer Totals in the chart.
* Identify the highest amounts spent and the lowest amount spent.
* Drag the column chart below the data and adjust the size so that it is readable.