


























Google Sheets - Create a Sales Report Spreadsheet




1. If necessary, open the **browser** of your choice (Google Chrome, Microsoft Edge, Internet Explorer, Firefox, Safari). *Chrome is best for Google Suite.*
2. Click in the address bar and type www.sheets.google.com, press the **ENTER** key.
3. Click on **Blank**.
4. Click **Untitled Sheet** in the upper-left corner.
5. Type **Sales Report** and press the **ENTER** key.
6. Now to choose the location (default is My Drive), click the **folder**  to the right of the filename you just typed. In the box, double-click **Google Class**, double-click **Sheets**, and click . *If you do not have a Google Class or Sheets folder, click the close button to save it to the My Drive location.*
7. Type the material in the box below in the appropriate cells (boxes).

	A	B	C	D	E	F	G	H	I
1	Sales Report								
2	Employee	Q1	Q2	Q3	Q4	Total	Average	Maximum	Minimum
3	John Womack	2566	3498	2965	3126				
4	Sally Smith	2635	2884	3030	3328				
5	Wally Turnbuckle	2437	2664	2338	2777				
6	Stacy Milnar	2678	2565	2898	3021				
7	Bruce Jackson	3003	2865	3105	3222				
8	Total								
9	Average								
10	Maximum								
11	Minimum								
12	Count								

Format the Sheet

8. You might need to widen column A, so point to line between A and B and you will see a double-headed arrow  and drag it wide enough to fit the text.
9. Click cell **A1**.
10. Click **Bold**  on the toolbar, click the **Font Size** arrow  and click on **14**, and click **Text Color** , and choose a color you like.
11. Center the title over our data. We need to merge (combine) the cells A1 to I1 into one cell. Highlight the range (cells) **A1 to I1**. On the toolbar, click **Merge**  (if you click the arrow, choose merge all from the menu). Click the **Alignment** button  and then **Center** .

12. Format the header row (row with labels for data under it) to stand out. Highlight **A2 to I2**. On the toolbar, click **Fill Color**  and choose a color.
13. While **A2:I2** is still highlighted, click **Bold** , click **Text Color**  and choose a color, and click the **Alignment** button  and then **Right** .
14. Add a border (line) above the total row 8. Highlight **A8 to I8**. On the toolbar, click **Borders**  and click **Top Border** .
15. Calculate the **Q1 Total** in B8. Click cell **B8**, on the toolbar click **Functions**  and choose **Sum**, drag to highlight **B3 to B7**, and press the **Enter** key. You should have a total of **13319**.
16. Calculate the **Q1 Average** in B9. Click cell **B9**, on the toolbar click **Functions**  and choose **Average**, drag to highlight **B3 to B7**, and press the **Enter** key. You should have a total of **2663.8**.
17. Calculate the **Q1 Maximum** in B10. Click cell **B8**, on the toolbar click **Functions**  and choose **Max**, drag to highlight **B3 to B7**, and press the **Enter** key. You should have a total of **3003**.
18. Calculate the **Q1 Average** in B11. Click cell **B11**, on the toolbar click **Functions**  and choose **Min**, drag to highlight **B3 to B7**, and press the **Enter** key. You should have a total of **2437**.
19. Calculate the **Q1 Count** in B12. Click cell **B12**, on the toolbar click **Functions**  and choose **Count**, drag to highlight **B3 to B7**, and press the **Enter** key. You should have a total of **2437**.
20. Copy the **Total, Average, Maximum, and Minimum** formulas across rows 8-11 with the Fill Handle. Highlight **B8 to B11**, point to the lower-right corner of the cell (a large black + appears), drag across to **column F**.
21. Calculate **John Womack's Total** in F3. Click cell **F3**, on the toolbar click **Functions**  and choose **Sum**, drag to highlight **B3 to E3**, and press the **Enter** key. The answer should be **12155**.
22. Calculate **John Womack's Average** in G3. Click cell **G3**, on the toolbar click **Functions**  and choose **Average**, drag to highlight **B3 to E3**, and press the **Enter** key. The answer should be **3038.75**.
23. Calculate **John Womack's Maximum** in H3. Click cell **H3**, on the toolbar click **Functions**  and choose **Max**, drag to highlight **B3 to E3**, and press the **Enter** key. The answer should be **3498**.
24. Calculate **John Womack's Minimum** in I3. Click cell **I3**, on the toolbar click **Functions**  and choose **Min**, drag to highlight **B3 to E3**, and press the **Enter** key. The answer should be **2566**.
25. Copy the **Total, Average, Maximum, and Minimum** formulas down columns **F to I** with the Fill Handle. Highlight **F3 to I3**, point to the lower-right corner of the cell (a large black + appears), drag down to **row 7**.

26. Format the cells as Currency. Highlight **B3 to I11**, click the **More Formats**  button, choose **Currency**.
27. Sort the data. Highlight **A2 to E7**, Choose **Data-Sort Range**, click the checkbox next to Data has header row , make sure the Sort by says **Employee**, click **Sort**.
28. Make a chart. Highlight the range **A2 to E7**, on the toolbar click the Chart  button. On the right, click and scroll down and choose **Line** .
29. Move the chart under the data. Point to a white area of the chart and drag it below the data (column A and row 10).
- Share the File*
30. Click the **Share** button in the upper right.
31. In the box that appears, click in the add people box and type **amillerbasclasses@gmail.com**.
32. Click the **Editor menu** button and click **commenter**.
33. Click **Send**.

Submit your work

CANVAS ONLINE COURSE USERS

1. Make sure you **shared** the file(s) in the earlier exercises.
2. Return to the **Canvas Google Suite Course** website (<https://berkeleyas.instructure.com>) or tab.
3. Return to the **Google Sheets Assignment 3.5 - Create a Sales Report Spreadsheet** assignment.
4. Follow the instructions in the Assignment to submit your work in Canvas.

NOT IN A CANVAS ONLINE COURSE

1. Download the Google Sheet as a **PDF** File, click **File**.
2. Point to **Download**.
3. Click **PDF Document (.pdf)**.
4. Upload the downloaded files using the [Student Exercise \(Assignment\) Upload Form](#).
5. Click and type your **first name** in the first name box.
6. Click and type your **last name** in the last name box.
7. Click your **class**.
8. Click in the exercise name box and type **Google Sheets - Create a Sales Report Spreadsheet**.
9. Click the **add file** button.
10. Click **Browse files** or use the **drag** option.
11. Navigate to the **Downloads** folder where you saved it.
12. Click the **Sales Report** file.
13. Click **Open**.
14. Click **Submit**.

If you are having challenges contact me or email the file(s) as an attachment(s) to alfredmiller@berkeley.net.