

Microsoft Excel – Project 4

You are the manager of the **Pizza House** restaurant and you would like a summary of the sales for the last year. You are going to use Microsoft Excel to **create a worksheet** to summarize the sales shown below.

1. The sales for **Quarter 1** of last year were as follows:

- a. Beverages - \$210,000
- b. Dine-In Food - \$150,000
- c. Patio - \$60,000
- d. Catering - \$260,000
- e. Carry-Out Food - \$40,000

2. The sales for **Quarter 2** of last year were as follows:

- a. Beverages - \$230,000
- b. Dine-In Food - \$120,000
- c. Patio - \$80,000
- d. Catering - \$200,500
- e. Carry-Out Food - \$35,000

3. The sales for **Quarter 3** of last year were as follows:

- a. Beverages - \$260,000
- b. Dine-In Food - \$100,500
- c. Patio - \$95,000
- d. Catering - \$155,000
- e. Carry-Out Food - \$45,000

4. The sales for **Quarter 4** of last year were as follows:

- a. Beverages - \$225,000
- b. Dine-In Food - \$165,000
- c. Patio - \$55,000
- d. Catering - \$215,000
- e. Carry-Out Food - \$42,000



The owner of the Pizza House would like you to figure the following:

- A total of all the sales for each quarter
- A total of all sales for each sales category
- The average for each sales category
- Chart Quarter Sales (bar) showing all categories for each Q. Also, chart Total Sales by Quarter (pie).
- A date on the spreadsheet (you decide where it fits best) – use the DATE formula

You also want the owner to be impressed with your work, so you will make any formatting changes to your document to make it look professional. Some changes you might make include, but are not limited to:

- Page Orientation (does it need to be in landscape?)_
- Borders and shading, colors, images
- The alignment of your worksheet
- Pictures

Make sure to **put your full name** on the spreadsheet in a **header or footer**!

Turn this in to Mr. P when you are done. Make sure you use an appropriate title for this file, and don't forget to **SAVE YOUR WORK** often!