

Assignment: Create a table highlighting one employee's sales and apply calculations to the sales numbers

Step	Task
1	<p>Create a new blank Workbook</p> <ul style="list-style-type: none"> - Double-click on the tab in the bottom left that says "Sheet1" to change the text. <ul style="list-style-type: none"> - <i>NOTE: The text in the tab will be highlighted, this means you can start typing.</i> - Name the new sheet "Norman Osborn Sales" as we will be detailing their sales for the year.
2	<p>Enter Data</p> <p>List the type of cookies, pressing Enter after each one to move down to the next cell:</p> <p>A1 : Sugar A2 : Chocolate Chip A3 : Oatmeal</p> <p><i>NOTE: It may look like the word "Chip" is in column B. To widen column A so that it fits the whole name, double-click the line between A and B.</i></p>
3	<p>Insert a Row</p> <ul style="list-style-type: none"> - Insert a row above Sugar by either <ul style="list-style-type: none"> - Right click on any cell in Row 1 -> Insert -> Entire row -> OK OR - Make any cell in Row 1 the active cell -> Home tab -> Cells group -> Insert -> Insert sheet rows OR - Click on the number 1 at the beginning of the row to highlight the whole row -> Right click on the number 1 -> Insert
4	<p>Add Data</p> <ul style="list-style-type: none"> - In the newly empty A1 cell type "Cookie Type"
5	<p>Sort Information Alphabetically</p> <ul style="list-style-type: none"> - Select the cells in column A by either clicking the letter A to select the whole column, or using the selection cursor to highlight cells A1:A4 - Home tab -> Editing group -> Sort and Filter -> Custom Sort - In the dialog box that appears check off "My data has headers" to make sure your title does not get sorted <ul style="list-style-type: none"> - The box should now say Sort by Cookie Type, Sort on Cell Values, Order A to Z - Click OK

6	<p>Fill Tool</p> <ul style="list-style-type: none">- In cell B1 type "Quarter 1"- Press Enter to finish typing- Use the fill handle to add in Quarters 2 - 4 by dragging to cell E1																				
7	<p>Enter Data</p> <table><tr><th>Cookie Type</th><th>Quarter 1</th><th>Quarter 2</th><th>Quarter 3</th><th>Quarter 4</th></tr><tr><td>Chocolate Chip</td><td>112</td><td>168</td><td>190</td><td>121</td></tr><tr><td>Oatmeal</td><td>70</td><td>121</td><td>136</td><td>98</td></tr><tr><td>Sugar</td><td>90</td><td>135</td><td>152</td><td>110</td></tr></table>	Cookie Type	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Chocolate Chip	112	168	190	121	Oatmeal	70	121	136	98	Sugar	90	135	152	110
Cookie Type	Quarter 1	Quarter 2	Quarter 3	Quarter 4																	
Chocolate Chip	112	168	190	121																	
Oatmeal	70	121	136	98																	
Sugar	90	135	152	110																	
8	<p>Find Averages</p> <ul style="list-style-type: none">- Type "Quarterly Average" into cell A5<ul style="list-style-type: none">- Double click the line between columns A and B to extend the width- Select cell B5- Home tab -> Editing group -> AutoSum dropdown menu -> Average<ul style="list-style-type: none">- The cell should fill in with "=AVERAGE(B2:B4)"- Press the Enter key- Using the Fill Handle, fill in the averages for the other three quarters<ul style="list-style-type: none">- The averages should be 90.66667, 141.3333, 159.3333, 109.6667																				
9	<p>Find Totals</p> <ul style="list-style-type: none">- Type "Total Units Sold" into cell F1<ul style="list-style-type: none">- Double click between the line between columns F and G to extend the width- Select cell F2- Type "=SUM(B2:E2)" then press the Enter key- Use the Fill Handle to fill the formula into F3 and F4<ul style="list-style-type: none">- The totals are 591, 425, 487																				
10	<p>Find revenue per cookie</p> <ul style="list-style-type: none">- In cell G1 type "Price per Cookie" then press Enter<ul style="list-style-type: none">- Double click the line between columns G and H to extend the width- In cell H1 type Total Revenue and extend the column width- Enter the following cookie prices in column G:																				

	<ul style="list-style-type: none"> - G2: 3.29 - G3: 2.99 - G4: 2.79 - Enter the formula “=F2*G2” into cell H2, press the Enter key, then use the fill handle to fill H3 and H4 - Revenue amounts are 194.39, 1270.75, 1358.73
11	<p>Calculate commission per cookie type</p> <ul style="list-style-type: none"> - In cell I1 type “Commission” - We will calculate a 3% commission by using the formula “=3%*H2” in cell I2, then using the fill handle to fill I3 and I4 - Commission amounts are 58.3317, 38.1225, 40.7619 (we will convert these to currency later)
12	<p>Calculate grand total revenue and grand total commission</p> <ul style="list-style-type: none"> - Type “Total Revenue” in cell H7 and “Total Commission” in cell I7 - We can’t use the fill handle to populate the column totals because there are blank cells and words in between the numbers we want and the cells we want to total them in - Cursor in H8 -> Home tab -> Editing group -> Auto Sum -> Sum -> In the formula bar, erase H7 and change it to H4 -> Press Enter key - Repeat in I8 to get the commission total, changing I7 to I4
13	<p>Change the number formatting</p> <ul style="list-style-type: none"> - Currency: Select all the cells from G2 to I4 with number data -> Home tab -> Number group -> Number Format dropdown -> Currency or Accounting - Repeat with H8 and I8 - Decimals: Select B5:E5 -> Home tab -> Number group -> Decrease decimal (right button) until all are rounded to whole numbers
14	<p>Create title cell</p> <ul style="list-style-type: none"> - Insert a row above the current row 1 by either <ul style="list-style-type: none"> - Right click on any cell in Row 1 -> Insert -> Entire row -> OK OR - Make any cell in Row 1 the active cell -> Home tab -> Cells group -> Insert -> Insert sheet rows OR - Click on the number 1 at the beginning of the row to highlight the whole row -> Right click on the number 1 -> Insert - In the new, empty row 1 highlight the range A1:I1 - In the Home tab -> Alignment group -> Merge & Center - In the newly merged cell type “Norman Osborn’s Sales”

	<ul style="list-style-type: none"> - Format the title by changing font size to 15, underlining the text, and using the Fill Color tool to change the cell color
15	<p>Additional formatting</p> <ul style="list-style-type: none"> - Bold and center align the headers labels in A2:I2 - Add color by using the Fill Color and Font Color tools in the Font group - Use Format Painter in the Clipboard group of the home tab to copy the header formatting on to Quarterly Average Sales, Total Revenue, and Total Commission <p><i>NOTE: The cursor must be in the cell you want to copy formatting from before pressing the format painter</i></p> <ul style="list-style-type: none"> - Double click on the paintbrush to leave it active until you double click again
16	<p>Insert clustered column chart</p> <ul style="list-style-type: none"> - Select cells A2:A5 to E2:E5 - Insert tab -> Charts group -> Recommended Charts -> Clustered Column -> OK - Double click on the chart name to rename to Quarterly Sales <p><i>NOTE: Move the chart closer up the page to the data for easier printing</i></p>
	<p>Arrange for printing</p> <ul style="list-style-type: none"> - Page Layout tab -> Page Setup group -> Orientation -> Landscape - Page Layout tab -> Scale to Fit group -> Change Width and Height to 1 page - Page Layout tab -> Sheet Options group -> Select checkbox Print under Gridlines
	<p>Add header and footer</p> <ul style="list-style-type: none"> - Insert tab -> Text group -> Header and Footer - In the left box add your name, in the middle box add the class name, and in the right box add today's date - Print

A sample of the table is shown on the next page, results will vary slightly based on cell fill colors

	A	B	C	D	E	F	G	H	I
1	Norman Osborn's Sales								
2	Cookie Type	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Units Sold	Price per Cookie	Total Revenue	Comission
3	Chocolate Chip	112	168	190	121	591	\$3.29	\$1,944.39	\$58.33
4	Oatmeal	70	121	136	98	425	\$2.99	\$1,270.75	\$38.12
5	Sugar	90	135	152	110	487	\$2.79	\$1,358.73	\$40.76
5	Quarterly Average	91	141	159	110				
7									
8								Total Revenue	Total Commission
9								\$4,573.87	\$137.22
10									
11									
12									
13									

