



Skills Review

EXERCISE 35

Jack Smith, the president of Bit-Byte Computer Stores, wants you to prepare a series of charts illustrating the monthly sales performance of each salesperson and the weekly sales performance at one of the store's branches. After Mr. Smith reviews the charts, he will decide which ones to include in his quarterly report to stockholders.

You will have 2 charts on each tab.

Directions

- Go to www.office.com, and log in with your SUHSD E-mail address, and school password. Then choose "Excel", and click on "new blank workbook". Name the file at the top of the screen **4.35bonus**.
- The worksheet is shown below in Figure 35.1.
- Weekly Totals, Highest Weekly, Lowest Weekly on the right should be formulas. Totals, Highest, Lowest, and Bonus at the Bottom should also be formulas. Bonus should be calculated as 3% if Total is greater than 9000, otherwise 1%. HINT: `=IF(B12>9000, B12*.03, B12*.01)`

	A	B	C	D	E	F	G	H	I
1	WEEKLY SALES BY SALESPERSON								
2	DECEMBER								
3									
4	WEEK ENDING	ALTMAN	DIAZ	OLSON	PIERCE	RYAN	WEEKLY TOTALS	HIGHEST WEEKLY	LOWEST WEEKLY
5									
6	3-Dec-2007	\$ 1,540.00	\$ 1,854.00	\$ 3,222.00	\$ 2,876.00	\$ 2,000.00	\$ 11,492.00	\$ 3,222.00	\$ 1,540.00
7	10-Dec-2007	1,100.00	856.23	1,976.00	654.56	1,846.00	6,432.79	\$ 1,976.00	\$ 654.56
8	17-Dec-2007	567.20	777.77	1,287.00	2,569.50	1,234.87	6,436.34	\$ 2,569.50	\$ 567.20
9	24-Dec-2007	987.35	1,345.54	876.50	1,900.00	3,180.00	8,289.39	\$ 3,180.00	\$ 876.50
10	31-Dec-2007	1,675.00	1,234.00	2,121.21	712.00	843.75	6,585.96	\$ 2,121.21	\$ 712.00
11									
12	TOTALS	\$ 5,869.55	\$ 6,067.54	\$ 9,482.71	\$ 8,712.06	\$ 9,104.62	\$ 39,236.48		
13	HIGHEST	\$ 1,675.00	\$ 1,854.00	\$ 3,222.00	\$ 2,876.00	\$ 3,180.00	\$ 11,492.00		
14	LOWEST	\$ 567.20	\$ 777.77	\$ 876.50	\$ 654.56	\$ 843.75	\$ 6,432.79		
15									
16	BONUS	\$58.70	\$60.68	\$284.48	\$87.12	\$273.14			

Figure 35.1 "4.35bonus"

Directions *continued*

3. Duplicate the sheet Tab. Name the first tab "December 1", and the second tab "December 2"
4. Create a line chart, and a column chart showing **WEEKLY SALES BY SALESPERSON for DECEMBER.** (be careful on what data you highlight to make the chart.....watch MC's video)
 - a. Use an appropriate title for each chart.....make this one on the December 1 tab.
 - b. Include x- and y-axis titles (if appropriate).
 - c. Position the legend as you prefer.
 - d. Include appropriate data labels for each chart.
 - e. You should have 2 charts on the spreadsheet tab.
 - f. Enhance each chart as you prefer.
5. Create a Pie chart, and a stacked column chart showing **WEEKLY SALES for DECEMBER.** (be careful on what data you highlight to make the chart.....watch MC's video)
 - a. Use an appropriate title for each chart.....make this one on the December 2 tab.
 - b. Include x- and y-axis titles (if appropriate).
 - c. Position the legend as you prefer.
 - d. Include appropriate data labels for each chart.
 - e. You should have 2 charts on the spreadsheet tab.
 - f. Enhance each chart as you prefer.
6. Make sure you are happy with the look of your work.
7. Share the file with MC. Click on the "share" button at the top right of the screen. Put Imclean@suhsd.net (MC's e-mail address in the box, and click share. That's it. This is our last week of Excel, and Charts.