

Sales Report

Enter the data on the following page into a spreadsheet. Insert the values and labels into the appropriate cells. In the cells with a ?, develop an appropriate formula or function. Adjust the column widths as necessary to allow the data to fit into the cell. Note the following in creating the spreadsheet.

Formula Hints

1. Enter a formula to calculate a 6% Tax on Groceries – Tax.
2. Copy the Tax formula to each department except Deli, Dairy, Produce, and Other – Non Taxable.
3. Calculate the Totals in Column F and Row 17.
4. Find the Percent of Sales in Column G. Use Column D in your formula and the formula must contain an absolute reference.

Formatting

1. Enter the current date in cell B4 and format it to appear Month Day, Year. (March 4, 2004)
2. Merge and center the title in cells A1 and A2 across columns A to G.
3. Change the font and font size of the title in cells A1 and A2 to a font and size of your choice.
4. Merge and center “Department” across columns B and C.
5. Center all other column headings in row 6 within the cell.
6. Put \$ signs on all data that is currency.
7. Put % signs on the % of Sales column. Round to the nearest tenth of a percent.
8. Select cells A8 to G15. Sort the spreadsheet in alphabetical order based on Department.
9. Put your name in the header.
10. Put on the gridlines when the worksheet prints.
11. Make sure the worksheet fits on one page and then print a copy.
12. Upload and share the file.

This project is worth 25 points.

