

Use Microsoft Excel 2010 to produce the following worksheet. The column letters, row numbers, and dotted lines shown below are there to clarify expected location of the data, but are not to be entered as data.

	A	B	C	D	E	F
1	<b>QUARTERLY SALES ANALYSIS</b>					
2						
3	<b>EMPLOYEE'S</b>	<b>QUARTER</b>				<b>AVERAGE</b>
4	<b>LAST NAME</b>	<b>FIRST</b>	<b>SECOND</b>	<b>THIRD</b>	<b>FOURTH</b>	<b>\$ SALES</b>
5	AMES	30,000	20,000	28,000	32,000	27,500
6	BENSON	20,000	24,000	34,000	25,000	25,750
7	GIBSON	10,000	40,000	30,000	32,000	28,000
8	DAVIS	40,000	34,000	20,000	26,000	30,000
9	<b>TOTALS:</b>	\$100,000	\$118,000	\$112,000	\$115,000	\$111,250
10	<b>AVERAGES:</b>	\$25,000	\$29,500	\$28,000	\$28,750	\$27,813

### Constraints:

Along with the worksheet above, the workbook shall contain two related graphs, shown on the following pages. Store the workbook in a file named "sales.xlsx". The following requirements must be met:

- ◆ The data above must be on a separate sheet from the graphs with its tab named "Sales Figures" (without the quotes).
- ◆ The name "GIBSON" in cell A7 above must be replaced with your own last name.
- ◆ All of column F and all of rows 9 & 10 must contain efficient formulas appropriate to their locations such that insertions, deletions, or changes in referenced cells would still produce correct results.
- ◆ All cells must be aligned and formatted as shown above, including the thick horizontal borders between rows 4&5 and 8&9, however the dotted lines shown above do not need to appear in your work.
- ◆ Column A must be assigned a width of 15.00 and columns B-F a width of 12.00.
- ◆ The charts on the following pages must appear exactly as shown (excluding callouts), including their:
  - ◆ Chart Type (and sub-type), definition of Source Data series (including those for Legends)
  - ◆ Titles and axes labels, formatting, and scaling (minimum and maximum values on axes)
  - ◆ Orientation when printed
- ◆ Place the line chart on a new sheet (created by the Move Chart command) named "Sales Trends" (without the quotes).
- ◆ Place the stacked-column chart on a new sheet (use Move Chart command) named "Staff Performance" (without the quotes)..
- ◆ Separately define the page setup for the worksheet and *each* chart as follows:
  - ◆ Worksheet: portrait orientation with a centered header containing the title "Excel Workbook Project" and a footer with your name aligned to the left margin and the date-printed aligned to the right margin.
  - ◆ Charts: in landscape orientation with the same header and footer as the worksheet.

### Submission:

[Login](#) to the IRSC Online (Angel) Server and use the "Excel 2010 Project" drop box under the "Lessons" tab to attach your workbook file "sales.xlsx" as described on the step-by-step directions at:

[http:// www.gibsonr.com/classes/howto/onlinesubm.html](http://www.gibsonr.com/classes/howto/onlinesubm.html)



