

Name \_\_\_\_\_ Date \_\_\_\_\_ Period \_\_\_\_\_

ECT-Mrs. Harris 200 points

### Excel Assignment 5

Directions: Create the following spreadsheet sales report for Scissors Office Supply. Follow the same instructions that you did for Walk and Rock Music and Knotting Hill Book Store. Use your own discretion for font styles and sizes for headings. Center all major titles and subtitles. Calculate totals horizontally and vertically. Create a chart illustrating the sales for Boston, Miami, St. Louis and Santa Fe. Copy the following questions below answer them regarding the report on your spreadsheet. Save spreadsheet as Excel Assignment5 and your initials.

1. What were the total sales for Boston, Miami, St. Louis and Santa Fe?
2. What city had the most sales for the year?
3. Which department had the most sales for the year?
4. Which City had the least amount of sales for the year?
5. Which department had the least amount of sales for the year?
6. As manager of the sales team for all city what would you say about the annual sales for the year?

