SCRUM IT Analysts Incorporated

At the end of this session, you will have created ONE FILE with SIX WORKSHEETS saved on to the server in folder IS1_Test on 10.3.84.10 under your student number.

Create a file and name it using your registration number. Save this file to the IS1_Test folder on 10.3.84.10. In this file, you will be required to create SIX WORKSHEETS renamed as: 2011 First Quarter, 2011 Second Quarter, 2011 Third Quarter, 2011 Fourth Quarter, Column Chart and Pie Chart.

1 Create the worksheet with all the headings (text enhancements and relevant formatting) and amounts as found in the box opposite. Format all cells appropriately. Name this worksheet 2011 First Quarter. Insert your full name into Cell A22. Using the 'Today' function, insert the current date into Cell G22.

2 Create a second worksheet for the next quarter. Copy the first worksheet to a new worksheet and rename this worksheet '2011 Second Quarter'. Use the AutoFill feature to make the necessary changes to the months. On this worksheet complete the following:

2.1 The **Sales** and **Expenses** for each of the three months remained the same as for January, February and March except for the following:

2.2 In the month of May, an additional sales item 'Customer Support Services' was introduced and brought in R34898,55 in May and R54234,45 in June. Insert this sales item below the previous last sales item.

2.3 Convert all numbers to South African currency with two decimal points.

2.4 Use the appropriate function to complete the TOTAL SALES for each of the three months.

2.5 Use the appropriate function to complete the TOTAL EXPENSES for each of the three months.

2.6 Use the appropriate function to complete all TOTAL amounts for Column E.

2.7 Use the appropriate function to complete all AVERAGE amounts for Column F.

2.8 Use the appropriate function to create a comment to show "High" if an average is greater than R10 000 and "Low" if it is below R10 000.

2.9 Count the number of "High" comments for EXPENSES items and the number of "Low" comments for SALES items in each quarter.

2.10 Insert a FORMULA to calculate the net income for each month and highlight any loss amount in red. (Net income is the total sales minus the total expenses.)

2.11 Insert a FORMULA to calculate the profit margin. (A profit margin is a percentage determined by dividing Total Expenses by Total Sales.)

2.12 Use the appropriate function to calculate the average net income.

2.13 Use the appropriate function to calculate the maximum profit made in the Quarter.

2.14 Insert the name of the month in which the most profit (or least loss) was made.

3 You may only use the features of the software (formula and functions) to create the totals. You may not use a calculator or other means to generate the information.

3.1 Create a third worksheet by copying the '2011 Second Quarter' worksheet and renaming it '2011 Third Quarter'. Update all the relevant information and ensure all the functions and formulae have been correctly inserted to complete the worksheet.

3.2 In this worksheet, project that your sales and expenses will remain the same as for the Second Quarter except for an increase in expenditure from the last month of the Second Quarter of 8.5% for Wages and an increase of 15% in earnings from 'Customer Support Services'. (The formula you insert in Worksheet Three for these increases must refer back to the relevant cell in Worksheet Two.)

3.3 In addition, income from Computer hardware sales is expected to increase to R156 343 for each of the three months.

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4.1 Create a fourth worksheet re-named 2011 Fourth Quarter, and using the same data / expenditure AND earnings as for the 'Third Quarter'. Update all labels and information appropriately.

4.2 Insert additional columns for the Year-End TOTALs and Averages and update the information by using the DATA from all four worksheets.

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5.1 In a new worksheet renamed Column Chart, insert a COLUMN CHART for the Year-End TOTALs for each Expenses items from your fourth worksheet.

5.2 Create an appropriate TITLE for the chart and select and edit the LEGEND entries, and HORIZONTAL AXIS labels.

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6.1 In a new worksheet renamed Pie Chart, insert a PIE CHART to compare the Net income for each QUARTER of the Year.

6.2 Ensure that you complete all the appropriate labels for the title and legends.

2011 First Quarter Forecast

	January	February	March	TOTAL	Average	Comments
Sales:						
Consultation fees	83456	141943	151569			
Computer repair services	12434	12901	16789			
Software sales	81098	13630	78918			
Computer hardware sales	77609	19643	29214			
Total sales:						
	January	February	March	TOTAL	Average	Comments
Expenses:						
Wages	38900	59200	63900			
Rent	9300	9300	10800			
Transport	8567	9654	10654			
Computer hardware/software	211956	181879	119964			
Total expenses:						
	January	February	March	TOTAL	Average	
Net Income:						
Profit margin:						
				Maximum profit:		
Month in which most profit (or least loss) was incurred:						
Number of "High" Expenses items:						
Number of "Low" Sales items:						