

### **Assessment 3**

#### **1.)**

1. Position column headings & data fields properly, this includes adding numeric values such as the “Unit Price” and “Qty” to be in the first column with right-justify alignment.
2. Adding alphanumeric values such as the “OrderNo” to be in the first column with left-justify alignment.
3. Spaces between columns.
4. Adjacent labels should also be applied.
5. Consistent font should be applied.
6. Page Numbering should be applied.

#### **2.)**

## Sales Report

## Quik Box

2006/01/15 - 2006/04/05

Order No.	Surname	First Name	Address	City	Order Date	Product	Qty	Unit Price
30	Toh	Karen	789 27th St.	Durban	2006/01/15	Beer	100	14
30	Toh	Karen	789 27th St.	Durban	2006/01/15	Dried Plums	30	3.5
31	Lee	Christina	123 4th St.	Joburg	2006/01/20	Dried Plums	10	30
31	Lee	Christina	123 4th St.	Joburg	2006/01/20	Dried Apples	10	53
31	Lee	Christina	123 4th St.	Joburg	2006/01/20	Dried Plums	10	30
32	Edwards	John	123 12th St.	Durban	2006/01/22	Chai	15	18
32	Edwards	John	123 12th St.	Durban	2006/01/22	Chai	15	18
33	Anderson	Elizabeth	123 8th St.	Pretoria	2006/01/30	Biscuit Mix	30	9.2
34	Lee	Christina	123 4th St.	Joburg	2006/02/06	Biscuit Mix	20	9.2
35	Lee	Soo Jung	789 29th St.	East London	2006/02/10	Chocolate	10	12.75
36	Axen	Thomas	123 3rd St.	Grahamstown	2006/02/23	Clam Chowder	200	9.65
37	Perez	Francisco	123 6th St.	Umtata	2006/03/06	Curry Sauce	17	40
38	Raghav	Amritansh	789 28th St.	Hermanus	2006/03/10	Coffee	300	46
39	Anderson	Elizabeth	123 8th St.	Pretoria	2006/03/22	Chocolate	100	12.75
40	Wacker	Roland	123 10th St.	Cape Town	2006/03/24	Green Tea	200	2.99
41	Xie	Ming	123 7th St.	Boise	2006/03/24	Coffee	300	46
42	Wacker	Roland	123 10th St.	Cape Town	2006/03/24	Spread	10	25
42	Wacker	Roland	123 10th St.	Cape Town	2006/03/25	Cajun Seasoning	10	22
42	Wacker	Roland	123 10th St.	Cape Town	2006/03/26	Biscuit Mix	10	9.2
43	Krschne	Peter	123 11th St.	Bloemfontein	2006/03/24	Dried Plums	20	3.5
43	Krschne	Peter	124 11th St.	Bloemfontein	2006/03/24	Green Tea	50	2.99
44	Bedecs	Anna	123 1st St.	George	2006/03/24	Chai	25	18
44	Bedecs	Anna	124 1st St.	George	2006/03/24	Coffee	25	46
44	Bedecs	Anna	125 1st St.	George	2006/03/24	Green Tea	25	2.99
45	Raghav	Amritansh	789 28th St.	Hermanus	2006/04/07	Clam Chowder	50	9.65
45	Raghav	Amritansh	790 28th St.	Hermanus	2006/04/08	Crab Meat	50	18.4
46	Mortense	Sven	123 9th St.	Kysna	2006/04/05	Ravioli	100	19.5

46	Mortense	Sven	124 9th St.	Kysna	2006/04/06	Mozzarella	50	34.8
47	Perez	Francisco	123 6th St.	Umtata	2006/04/08	Beer	300	14
48	Anderson	Elizabeth	123 8th St.	Pretoria	2006/04/05	Curry Sauce	25	40
48	Anderson	Elizabeth	123 8th St.	Pretoria	2006/04/05	Biscuit Mix	25	9.2
50	Rodman	John	789 25th St.	Cape Town	2006/04/05	Scones	20	10
51	Lui	Run	789 26th St.	Bloemfontein	2006/04/05	Olive Oil	25	21.35