

Comprehensive Project Using Microsoft Word, Excel, and PowerPoint

Project Outline:

This project will help you practice using Microsoft Word, Excel, and PowerPoint by creating a detailed business plan for a fictional company. Follow the instructions below for each part of the project to ensure you cover all required elements.

Part 1: Microsoft Word Document

(30% marks)

Create a document in Microsoft Word that provides an overview of your fictional company. This will include the following sections:

1. Cover Page:

- Include title Page with the title of the report, your name, batch name, and the date.
- Insert a company logo.

2. Index:

- Create an index that lists the topics and the corresponding page numbers.

3. Executive Summary:

- Write a brief summary of your business

4. Products and Services:

- Describe the products and services your company offers.
- Include hyperlink
- Include SmartArt

5. Business plan

- Use flow chart

5. Sales and cost statistics

- Use tables
- Use chart

6. Formatting:

- Use appropriate headings and paragraphs to structure your document.
- Insert and format images (use wrap text if needed).
- Use bullet points and numbering where necessary.

- Can create tables for organizing information.
- Enhance the page layout and design by using watermarks, page borders, and page colors.
- Use WordArt.
- Use header, footer.

Note: You can add extra section if needed and feel free to add extra features!

Part 2: Microsoft Excel Spreadsheets

(50% marks)

1) Analyze the following data and do the tasks given below.

- Import the provided sales data into an Excel workbook.
- Calculate the total sales of 3 months.
- Calculate total sales in every region and make a table with region and its corresponding total sales and visualize with a pie chart.
- Make pivot table and pivot chart with Product and Total sales.
- Calculate the total number of smartphones sold by "Arif Hossain".

Sales report of XYZ company

Date	Region	Sales Rep	Product	Quantity	Unit Price (BDT)	Total Sales (BDT)
1/5/2024	Barishal	Arif Hossain	Laptop	5	70000	350000
1/6/2024	Chittagong	Oishi Das	Desktop	10	50000	500000
1/7/2024	Khulna	Parvez Hasan	Tablet	7	20000	140000
1/8/2024	Rajshahi	Nabila Sultana	Smartphone	15	30000	450000
1/9/2024	Sylhet	Eva Karim	Laptop	3	70000	210000
1/10/2024	Dhaka	Farhan Islam	Desktop	6	50000	300000
1/11/2024	Chittagong	Parvez Hasan	Tablet	4	20000	80000
1/12/2024	Khulna	Nabila Sultana	Smartphone	10	30000	300000
1/13/2024	Barishal	Arif Hossain	Laptop	8	70000	560000
1/14/2024	Sylhet	Arif Hossain	Desktop	12	50000	600000
1/15/2024	Dhaka	Oishi Das	Tablet	9	20000	180000
1/16/2024	Chittagong	Parvez Hasan	Smartphone	5	30000	150000
1/17/2024	Khulna	Nabila Sultana	Laptop	11	70000	770000
1/18/2024	Rajshahi	Eva Karim	Desktop	7	50000	350000
1/19/2024	Sylhet	Farhan Islam	Tablet	6	20000	120000
1/20/2024	Dhaka	Parvez Hasan	Smartphone	13	30000	390000

1/21/2024	Barishal	Nabila Sultana	Laptop	9	70000	630000
1/22/2024	Khulna	Eva Karim	Desktop	8	50000	400000
1/23/2024	Rajshahi	Farhan Islam	Tablet	14	20000	280000
1/24/2024	Sylhet	Parvez Hasan	Smartphone	7	30000	210000
1/25/2024	Dhaka	Nabila Sultana	Laptop	10	70000	700000
1/26/2024	Chittagong	Arif Hossain	Desktop	5	50000	250000
1/27/2024	Barishal	Oishi Das	Tablet	8	20000	160000
1/28/2024	Rajshahi	Parvez Hasan	Smartphone	6	30000	180000
1/29/2024	Sylhet	Nabila Sultana	Laptop	7	70000	490000
2/1/2024	Dhaka	Eva Karim	Laptop	8	70000	560000
2/2/2024	Chittagong	Farhan Islam	Desktop	6	50000	300000
2/3/2024	Khulna	Parvez Hasan	Tablet	10	20000	200000
2/4/2024	Rajshahi	Arif Hossain	Smartphone	20	30000	600000
2/5/2024	Barishal	Eva Karim	Laptop	4	70000	280000
2/6/2024	Dhaka	Farhan Islam	Desktop	9	50000	450000
2/7/2024	Chittagong	Eva Karim	Tablet	5	20000	100000
2/8/2024	Barishal	Farhan Islam	Smartphone	15	30000	450000
2/9/2024	Rajshahi	Parvez Hasan	Laptop	7	70000	490000
2/10/2024	Sylhet	Nabila Sultana	Desktop	11	50000	550000
2/11/2024	Dhaka	Arif Hossain	Tablet	12	20000	240000
2/12/2024	Chittagong	Arif Hossain	Smartphone	10	30000	300000
2/13/2024	Khulna	Oishi Das	Laptop	9	70000	630000
2/14/2024	Rajshahi	Parvez Hasan	Desktop	8	50000	400000
2/15/2024	Sylhet	Nabila Sultana	Tablet	11	20000	220000
2/16/2024	Barishal	Eva Karim	Smartphone	14	30000	420000
2/17/2024	Chittagong	Farhan Islam	Laptop	10	70000	700000
2/18/2024	Khulna	Parvez Hasan	Desktop	9	50000	450000
2/19/2024	Rajshahi	Nabila Sultana	Tablet	13	20000	260000
2/20/2024	Sylhet	Eva Karim	Smartphone	8	30000	240000
2/21/2024	Dhaka	Farhan Islam	Laptop	12	70000	840000
2/22/2024	Chittagong	Parvez Hasan	Desktop	7	50000	350000
2/23/2024	Khulna	Nabila Sultana	Tablet	9	20000	180000
2/24/2024	Barishal	Arif Hossain	Smartphone	12	30000	360000
2/25/2024	Sylhet	Oishi Das	Laptop	5	70000	350000
3/1/2024	Dhaka	Arif Hossain	Laptop	12	70000	840000
3/2/2024	Chittagong	Arif Hossain	Desktop	8	50000	400000
3/3/2024	Khulna	Eva Karim	Tablet	7	20000	140000
3/4/2024	Rajshahi	Farhan Islam	Smartphone	9	30000	270000
3/5/2024	Sylhet	Eva Karim	Laptop	6	70000	420000
3/6/2024	Barishal	Farhan Islam	Desktop	10	50000	500000
3/7/2024	Chittagong	Parvez Hasan	Tablet	8	20000	160000
3/8/2024	Barishal	Nabila Sultana	Smartphone	13	30000	390000
3/9/2024	Rajshahi	Arif Hossain	Laptop	9	70000	630000
3/10/2024	Sylhet	Parvez Hasan	Desktop	5	50000	250000
3/11/2024	Dhaka	Oishi Das	Tablet	11	20000	220000
3/12/2024	Chittagong	Parvez Hasan	Smartphone	14	30000	420000

3/13/2024	Khulna	Nabila Sultana	Laptop	10	70000	700000
3/14/2024	Rajshahi	Eva Karim	Desktop	6	50000	300000
3/15/2024	Barishal	Farhan Islam	Tablet	8	20000	160000
3/16/2024	Dhaka	Parvez Hasan	Smartphone	12	30000	360000
3/17/2024	Chittagong	Nabila Sultana	Laptop	9	70000	630000
3/18/2024	Barishal	Oishi Das	Desktop	7	50000	350000
3/19/2024	Rajshahi	Arif Hossain	Tablet	14	20000	280000
3/20/2024	Sylhet	Nabila Sultana	Smartphone	8	30000	240000
3/21/2024	Dhaka	Eva Karim	Laptop	11	70000	770000
3/22/2024	Barishal	Farhan Islam	Desktop	5	50000	250000
3/23/2024	Khulna	Parvez Hasan	Tablet	10	20000	200000
3/24/2024	Rajshahi	Nabila Sultana	Smartphone	9	30000	270000
3/25/2024	Sylhet	Farhan Islam	Laptop	10	70000	700000
3/30/2024	Barishal	Nabila Sultana	Smartphone	5	30000	150000

2. Do the following task using the excel data.

- Sort the sales representative by id.
- Calculate the bonus and total of every sales representative in January month from the question 1 data.
 - If total sales ≥ 2000000 ; bonus = 10% of total sales
 - If total sales ≥ 1000000 and < 2000000 ; bonus = 8% of total sales
 - If total sales < 1000000 ; bonus = 6% of total sales
- Calculate who has earned the highest total salary and represent everyone's total salary with bar chart.
- Calculate the average salary of every sales representative and if it's fractional then make it round.

Statistics of sales representative					
January					
Id	Name	Salary	Sales	Bonus	Total
2	Arif Hossain	30000			
5	Oishi Das	30000			
1	Parvez Hasan	30000			
3	Nabila Sultana	30000			
4	Eva Karim	30000			
6	Farhan Islam	30000			

3. Do the following task using the excel data.

- a) Calculate total expenses from every month and compare it with the total of sales from that particular month and check if the company gained profit of loss.

The answer will be similar to this. You have to color it green if it's profitable and red if it's not (Use conditional formatting)

Month	Expenses	Sales	Retail Profit	Profit/Loss
January	7854500	8750000	895500	Profit
February	9998300	9920000	-78300	Loss
March	8985700	10000000	1014300	Profit

- b) Count the total number of items under “product” category each month and check which month has the lowest “product” quantity.

Expenses report of XYZ company				
January				
Item	Category	Quantity	Unit Price	Total
Laptop	Product	53	60000	3180000
Desktop	Product	48	45000	2160000
Smartphone	Product	56	26000	1456000
Tablet	Product	48	17000	816000
Office rent	Rent expenses			12000
Advertisement	Marketing expenses			5000
Warehouse rent	Rent expenses			8000
Internet	Office expenses			1500
Staff salary	Operation expenses	5	30000	150000
Administration	Operation expenses			20000
Computer bill	Office expenses			2000
Voucher	Marketing expenses			3000
Printing materials	Office expenses			1000
Additional cost				40000

February				
Item	Category	Quantity	Unit Price	Total
Laptop	Product	55	60000	3300000
Desktop	Product	50	45000	2250000
Smartphone	Product	79	26000	2054000
Tablet	Product	60	17000	1020000
Office rent	Rent expenses			12000
Advertisement	Marketing expenses			8000
Warehouse rent	Rent expenses			8000
Internet	Office expenses			1500
Staff salary	Operation expenses	5	30000	150000
Administration	Operation expenses			20000
Computer bill	Office expenses			3000
Voucher	Marketing expenses			1000
Printing material	Office expenses			800
Additional cost				1170000

March				
Item	Category	Quantity	Unit Price	Total
Laptop	Product	67	60000	4020000
Desktop	Product	41	45000	1845000
Smartphone	Product	70	26000	1820000
Tablet	Product	58	17000	986000
Office rent	Rent expenses			13000
Advertisement	Marketing expenses			2000
Warehouse rent	Rent expenses			8000
Internet	Office expenses			1500
Staff salary	Operation expenses	5	30000	150000
Administration	Operation expenses			20000
Computer bill	Office expenses			2000
Voucher	Marketing expenses			7000
Printing material	Office expenses			1200
Additional cost				110000

4. Visualize these data with appropriate chart (Use at least 2 charts)

Yearly report			
Month	Expenses	Sales	Profit
January	9288500	8750000	-538500
February	9744300	9920000	175700
March	8904700	10000000	1095300
April	7345200	7957400	612200
May	8987000	9876500	889500
June	5215400	5164500	-50900
July	9976500	11543600	1567100
August	7976700	8087900	111200
September	9879000	9969800	90800
October	6234800	7024000	789200
November	4534800	4809300	274500
December	8348700	8834800	486100

Part 3: Microsoft PowerPoint Presentation

(20%marks)

Create a PowerPoint presentation that summarizes your Company's details. The presentation should include the following slides:

1. Title Slide:

-Topic, logo, name, batch no, department, date

2. Overview Slide:

- Brief introduction to the company

3. Products/Services Slide:

- Key products and services

4. Analysis Slide:

- Analyze the company's statistical data from the excel sheet and make relevant slide on those topic

5. Conclusion Slide:

- Final thoughts and contact information

Note:

1. Slide must have picture, video, table, chart, smart art, word art, formatting, animation, transition.
2. You can add extra slide if needed and also feel free to use extra features.

By completing this project, you will gain hands-on experience with essential features of Microsoft Word, Excel, and PowerPoint, helping you to become more proficient with these tools. Any kind of creative work will be highly appreciated. So, keep brainstorming!

Good luck!

Bangladesh