HANDS ON ACTIVITY-MODULE-03

The scenario: Analyze patterns in monthly sales

To help determine optimal inventory and staffing levels, your company has asked you to analyze total sales trends for the last three years. Because your firm relies on tourists for the bulk of its sales, leaders know that demand for inventory and staffing requirements vary based on the tourist season. They have asked you to identify peak months to help with forecasting requirements for next year. To do this, you'll create a chart.

∨ **Step 1: Access the template**

The monthly sales spreadsheet

To use the spreadsheet for this course item, select the link below, then select the "Use Template" button to open your own version of the spreadsheet.

Link to template: Monthly sales ↗

OR

If you don't have a Google account, download the template directly by selecting the attachment below.
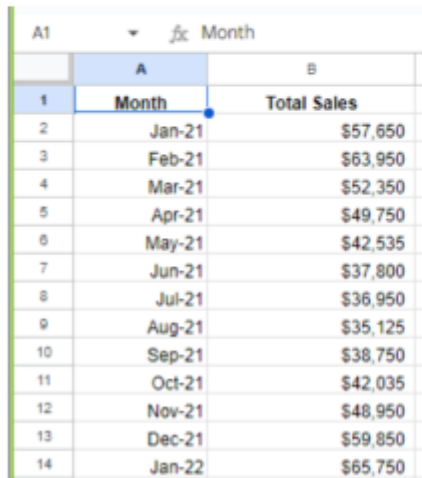
📎 **Monthly sales**
XLSX File

Save the spreadsheet using a preferred file naming convention and store it in a folder to help you stay organized.

> Step 2: Open the spreadsheet

∨ Step 3: Review the data

This spreadsheet contains total sales data for each month beginning in January 2021 and ending in December 2023. A portion of the spreadsheet is shown below.

A1	▾	*fx* Month

	A	B
1	**Month**	**Total Sales**
2	Jan-21	$57,650
3	Feb-21	$63,950
4	Mar-21	$52,350
5	Apr-21	$49,750
6	May-21	$42,535
7	Jun-21	$37,800
8	Jul-21	$36,950
9	Aug-21	$35,125
10	Sep-21	$38,750
11	Oct-21	$42,035
12	Nov-21	$48,950
13	Dec-21	$59,850
14	Jan-22	$65,750

To make it easier to understand monthly sales trends, use these steps to create a chart:

1. Select cell **A1**.
2. Choose **Insert > Chart**. Google Sheets inserts a chart to the right of the data. By default, Google Sheets creates a line chart.
3. Notice that Google Sheets generated a title automatically for the chart, "Total Sales vs. Month," and added labels of "Total Sales," for the vertical axis, and "Month" for the horizontal axis. It also automatically opens the **Chart editor** panel on the right side of the window, with the **Setup** tab opened.

Step 5: Adjust the chart

Use the **Chart editor** panel to make changes to the chart. In the **Setup** tab, you can change the chart type, data range, axis labels, and more. For example, the chart type drop-down list changes the type of chart from line chart to a different style, such as a bar chart. In the **Customize** tab, you can change many other options, such as the chart's style.

If the **Chart editor** panel isn't open, double-click on the chart to open it. Then, change the various components of the chart by selecting them within the chart or by navigating to them from the **Chart editor** panel.

In this example, change the chart title to "Monthly sales." Follow these steps:

1. If necessary, open the **Chart editor** panel by double-clicking on the chart.
2. In the **Chart editor** panel, select the **Customize** tab.
3. Expand the **Chart & axis titles** section.
4. Verify that the **Chart title** is selected from the dropdown, then change the title to **Monthly sales**. Your chart will nowdisplay the title "Monthly sales"
5. If you're using Microsoft Excel, double-click on the title in the chart to edit directly.

Get creative! Don't be afraid to play around with the options. You can always save or download another copy of the template if you want to start fresh!

MY PROCEDURE: