

1. Answer the following questions using MS Excel.

	Items ordered per month					
Item	January	February	March	April	May	June
Vanilla cake	13	21	18	10	15	23
Chocolate cake	23	17	16	12	25	14
Strawberry cake	15	12	24	32	12	26
Carrot cake	14	30	17	15	26	13
Dates cake	20	16	19	25	17	20

- 1) Calculate the total number of cakes ordered in each month.
- 2) Calculate the average number of each type of cake ordered per month.
- 3) Find the largest amount of cake ordered in March.
- 4) Find the smallest amount of Chocolate cake ordered in the 6 months.

2. Answer the following question using MS Excel.

Category	Projected Expense	Actual Expense
Facilities	\$14,000.00	\$15,000.00
Staffing	\$73,000.00	\$80,000.00
Insurance	\$35,000.00	\$40,000.00
Utilities	\$9,000.00	\$8,500.00
Supplies	\$2,500.00	\$3,000.00

- 1) Find the over budgeted amount of each expenses?
- 2) Filter/highlight the expenses that are not over budgeted.