

Spreadsheet Exercise

Save changes as instructed.

Student Name:

This exercise is adapted from Introductory Spreadsheet Exercises by Denise Pavic

PASTA

The Perfect Pasta Factory manufactures pasta for distribution to Italian restaurants in Australia and New Zealand. You are now working for the company and have been given a spreadsheet of their product sales to prepare a presentation and analysis.

	A	B	C	D	E	F	G	H	I
1	Pasta	July	August	September	October	November	December	Total Product Sales	Average
2									
3	Tortellini	34567	45671	89650	67222	56113	96282		
4	Spaghetti	100000	97600	82199	105999	140663	190654		
5	Cannelloni	96543	97600	82199	105999	140663	190654		
6	Lasagne	103456	97645	82297	105669	140220	175000		
7	Ravioli	65000	97600	82199	105999	140663	190654		
8	Fettuccine	76899	85400	96709	101324	140882	181230		
9	Spirali	98000	97600	82199	105999	140663	190654		
10	Macaroni	25000	19654	15222	8000	5602	2003		
11	Gnocchi	86777	75432	84366	105999	55678	201345		
12									
13									
14	Total Monthly Sales								
15									

SECTION 1 – FORMATTING

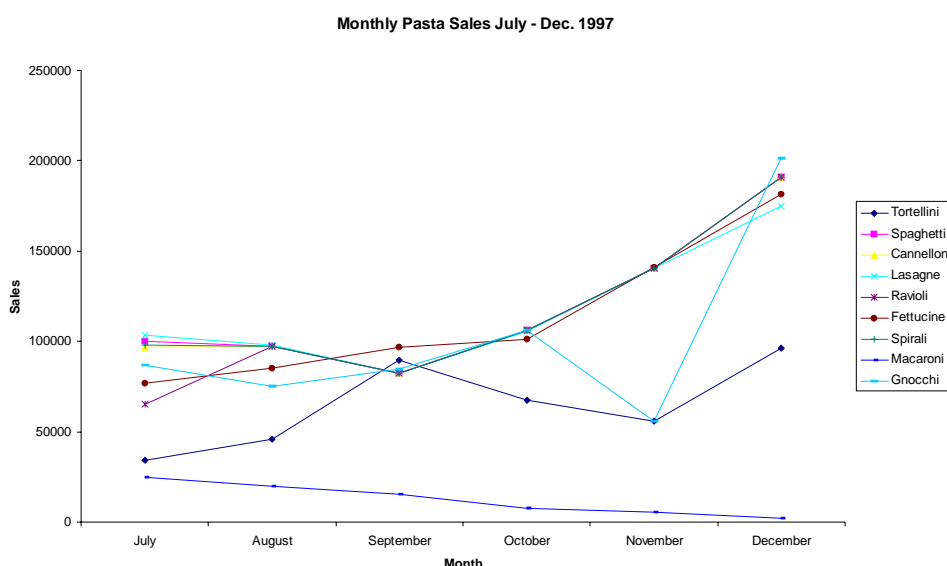
- Open the file called “Pasta Reviews” from the location specified:
\\QSC-server1\Data\Assessment 1
 - Set the column widths as specified below:
 - Column A – 13 1
 - Column B to E – 12 1
 - Columns F and G – 14 1
 - Centre the headings in columns B to G 1
 - Right Justify the labels in column A 1
 - Insert a row in row 3. Type the right justified headings.
 - A14 : Total Monthly Sales 1
 - H2 : Total Product 1
 - H3 : Sales 1
 - Save your worksheet in your folder as “Pasta Analysis” 1
 - Format columns B to H to currency with two decimal places. 1
 - Centre a new main heading in rows 1 and 2 (insert new lines for it) 1
- The Perfect Pasta Factory
July-December 1997 Sales Figures

Activity

Criteria Mark

SECTION 2 – EDITING

9. The sales of Lasagne for October have been entered incorrectly, and should \$115,669. Update the information in the spreadsheet. 1
10. Move the Ravioli information (the complete row) to the beginning of the list (above Tortellini.) 1
11. Delete the blank row after Gnocchi.
Delete the blank row below the Column Titles (before the Pasta names and numbers) 1
12. Write a formula in column H to calculate the Total sales for that row. 1
13. Copy the formula down the column to calculate the Total Sales for all PASTA 1
14. Write a formula in the July Column to calculate the Total Sales for the Month of July. 1
15. Copy the formula across the row to calculate the Totals for the Month for all Months. 1
16. Calculate the Average Sales Monthly Sales for each product in Column I 1
17. Format Column H, I to Currency with 2 decimal places 1



SECTION 3 – CHARTING

18. Create a new chart with the following information.
 - Chart Area: The Pasta Sales and Column Title
(do not include the calculations we have done.) 1
 - Chart Type: As in diagram 1
 - Chart Title: Monthly Pasta Sales July-Dec. 1997 1
 - Category (X) Axis: Month 1
 - Value (Y) Axis: Sales 1
 - Legend: Right 1
 - As a New Sheet: Monthly Sales 1
19. Save Changes 1

Do not make markings below. For completion by course teacher.

Sub-total

/ 28