ADDITIONAL EXERCISE 3

Scenario
You work as the manager of a souvenir shop. You are preparing a spreadsheet about promotional items you are selling.

TASK 1

1. Open the datafile **shop** which contains data on the sales of promotional items.

2. Set the page orientation to **landscape**.

3. In the footer enter:

   your name
   an automatic filename

4. Insert a new column with the label **Actual Income** between **Target** and **Projected Income**.

5. In the **Actual Income** column, in the **Magazines** row enter a formula as follows: **Price** multiplied by **Actual**

6. Replicate (copy) this formula to calculate the actual income for all the other items.

7. Make sure all data is displayed in full.

8. Apply the following alignments:

   a. Centre the column label **Items**.

   b. All other column labels after **Items** should be displayed as right-aligned.

   c. All other text in the first column should be displayed as left-aligned.

   d. Display all numeric data as right-aligned.

9. Format the numeric data as follows:

   a. Display the figures in the **Actual** and **Target** columns in **integer** format (to zero decimal places)

   b. Display all the figures in the **Price**, **Actual Income** and **Projected Income** columns with a **currency** symbol and to **2** decimal places.

10. Add a single outside border around all the column labels starting with **Items** and ending with **Projected Income**.

11. Save the spreadsheet using the filename **shopsales**.

12. Print one copy of the spreadsheet on one page in **landscape** orientation, showing the **figures** not the formulae.

TASK 2

You need to update the spreadsheet to reflect some changes.

1. **Key rings** have now been withdrawn from sale.
   a. Delete this row.
   b. Make sure blank cells do not remain where the data has been deleted.
2. Some more sales have been made so values need to be updated and there has also been a price change.
   a. Change the **Actual** value for **Sticky Notes** to **4025**
   b. Change the **Price** for **Mousemats** to **3.10** (the currency symbol must remain displayed).
   c. Make sure that the **Actual Income**, **Projected Income** and **Total** figures have been updated as a result of these changes.
3. In the **Total** row, at the bottom of the **Actual Income** column, use the **SUM** function to calculate the total Actual Income.
   a. Make sure this **Total** Actual Income figure is displayed with a **currency** symbol and to **2** decimal places.
4. Save the spreadsheet keeping the filename **shopnew.**
5. Make sure **gridlines** will be displayed on the printout.
6. Print one copy of the spreadsheet on **one page** in **landscape** orientation showing the **figures**, not the formulae.
7. a. Display the formulae. Make sure the formulae are displayed in full.
   b. Make sure the page orientation is **landscape** and the spreadsheet fits on one page.
   c. Make sure that **gridlines** and **row and column headings** (1, 2, 3 and A, B, C…) will be displayed when printed.
   d. Save the spreadsheet formulae, using the filename **shopform**
   e. Print the entire spreadsheet on **one page** in **landscape** orientation showing the **formulae**.
   f. Make sure all formulae are displayed in full and are readable on your printout.
8. Close all open files.