

BADM 064 SPRING 2007

Assignment 2 – Excel

In-class: March 7, 2007

Objectives:

Use learned Excel functions to complete the “Sales Summary” worksheet.¹

There are 3 parts to this project. For parts A and B, use Excel functions to answer each question. For part C, create 2 graphs based on the completed parts A and B.

Requirements: Complete the missing values in the worksheet titled “**Sales Summary.**” *You must display your answer in the space provided for each question.*

PART A: Sales Comparison by Product

1. **In Row 27**, compute the total number of units sold (Quantity) (4 points)
2. **In Row 28**, compute the largest number of units sold for a given quarter (4 points)
3. **In Row 29**, compute the smallest number of units sold for a given quarter (4 points)

Based on the unit cost and price information provided in rows 31 and 32, compute the following:

4. **In Row 34**, compute the income (in dollars) for each product. (6 points)
5. **In Row 35**, compute the expense (in dollars) for each product. (6 points)
6. **In Row 36**, compute the gross profit for each product. (6 points)

PART B: Sales Comparison by Quarter

7. **In Column F**, compute the total number of units sold each quarter. (4 points)
8. **In Column G**, compute the average number of units sold each quarter. (4 points)
9. **In Column H**, use formulas (hint: IF) to display whether the total number of units sold increased (“UP”) or decreased (“DOWN”) from the previous quarter. *Note that cell G2 is blocked out since you do not have data from the quarter preceding the first quarter in 2000 (Q1 2000).* (10 points)

Your next task is to rank the total number of units sold in each quarter (Column E) based on criteria provided below:

- If the total number sold is greater than or equal to 630, it is ranked “A”;
- If the total number sold is less than 630 but greater than or equal to 610, it is ranked “B”;
- If the total number sold is less than 610 but greater than or equal to 590, it is ranked “C”;
- If the total number sold is less than 590, it is ranked “D”;

HINT: create a look-up table for the VLOOKUP function in an ascending order (0 – D, 590 – C), etc.

10. **In Column I**, use the VLOOKUP formula to display the appropriate rank based on the total number of units sold in each quarter (as displayed in Column E). Create your look-up table in the space provided on the worksheet. *You must use absolute cell referencing (hint: F4) in your formula to receive full credit.* (20 points)

¹ If you completed the in-class lab, you should do well on this quiz.

Part C: Graphs (16 points each)

Now that you have completed the first 2 parts of the project, your final task is to create 2 graphs based on the requirements below. Read each question carefully as you need to create a new dataset in order to create the graphs.

11. Insert a new worksheet and copy the Product Sales Data onto the new worksheet. On the new worksheet, construct a **line graph** that compares the **4th Quarter (Q4)** sales from 2000 through 2005 for all 3 products.

- Axes and Legend must be appropriately labeled
- Title the graph “4th Quarter Sales 2000-2005”
- Rename the worksheet “Q4 Comparisons”
- Make sure that both the graph and data table are visible on the sheet

HINT: use filter to see Q4 results, from which create another table to build your chart.

12. On a **new worksheet**, create a **column graph** that compares the **gross profit** for all 3 products from 2000 through 2005.

- Axes and Legend must be appropriately labeled
- Title the graph “Gross Profit 2000-2005”
- Name the worksheet “Profit Comparison”
- Format the graph to show the exact dollar amount for each product.

Submission Instructions: e-mail your completed Excel workbook to sergey@gwu.edu.

Grading Criteria	Points
Part A: Sales by Product	30
Part B: Sales by Quarter	38
Part C: Graphs	32
	<hr/>
	Total Points =
	100
	<hr/>

(25% of total lab grade)

TIP: Make sure to save the Excel Spreadsheet on drive-C, desktop or anywhere else, and save your work periodically!!