

SPREADSHEET

Assignment 10

You will construct a spreadsheet like the one below. The spreadsheet keeps track of weekly sales figures and their relation to other past sales figures.

GROSS RETAIL SALES FOR:							
DEPARTMENT A							
BY WEEK							
				SALES TO DATE		DIFFERENCE	
WEEK	LAST YEAR	THIS YEAR	DIFF. THIS WEEK	LAST YEAR	THIS YEAR	\$	%
1	\$14,000	\$15,100	=C7-B7	\$14,000	\$15,100	=F7-E7	=(F7-E7)/E7
2	\$1,000	\$800		=E7+B8	=F7+C8		
3	\$2,000	\$2,000					
4	\$0	\$1,000					
5	\$500	\$100					
6	\$20,300	\$21,400					

→ Format Cells
Alignment -
or ✓ wrap text
(F7-E7)/E7

Columns 1, 2 and 3 are figures you key in. Enter the formulas where indicated and copy them down the columns.

To wrap text within a cell (Last Year, This Year, etc.):

1. Highlight the cell or group of cells you want to change.
 - From the Format menu, choose ^{cells} Alignment.
 3. Choose the Wrap Text check box. Works changes the height of the row so text wraps within the cell instead of spilling into adjacent cells.
 4. Choose the OK button.
- *Note Works will not wrap a number, date, time, or other value within a cell.

To change the horizontal alignment of an entry.

1. Highlight the cell or group of cells you want to change.
2. Choose from the following toolbar buttons or shortcut keys.

To center an entry across several columns

1. Highlight the columns you want to center the entry across.
- From the Format menu, choose ^{cells} Alignment.
3. Under Alignment, choose Center Across Selection.

Choose the OK button.

★ Format the entries in cells H7-H12 to percentage, 1 decimal