

CVSD Staff Development
Excel Project
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Part 1

- 1) Use the data below to create an Excel worksheet. Be sure to capitalize, center, and bold text as shown.
 - a) Make sure the title and name are on separate lines (Hint: Alt + Enter)

SALES QUOTA REPORT				
Your Name				
Salesperson	Quota	Actual	Over/Under	% of Quota
Chavis	55,000.00	63,450.00	8,450	115%
Hampton	85,000.00	74,000.00	-11,000	87%
Martindale	48,000.00	51,250.00	3,250	107%
Enrique	93,000.00	86,300.00	-6,700	93%
Gorham	45,000.00	45,000.00	\$0	100%
Kline	75,000.00	78,560.00	3,560	105%
McGuinness	65,000.00	71,450.00	6,450	110%

Two lines
in one cell

- 2) Format the Quota and Actual columns as currency, no decimal places.
- 3) Make the following changes to your project:
 - a) Change the height of row 1 to "40".
 - b) Change the height of rows 2 - 9 to "15".
 - c) Change the number format to currency with no decimals.
- 4) Write a formula for cell D3 that subtracts Quota from Actual.
 - a) Copy the formula down the correct number of cells.
- 5) Write a formula for cell E3 that divides the Actual by the Quota.
 - a) Copy the formula down the correct number of cells.
 - b) Change the number format for % of Quota to Percent. (0 decimal places)
- 6) Add a Dashed Outline Border to the Work Sheet.
- 7) Change the font of the whole work sheet to 12-point Arial.
- 8) Automatically adjust the size of the columns. (Hint: Autofit)
- 9) Change the font of row 1 only to 16-point Arial.
- 10) SAVE to your "U" drive

Over →

Part 2

- 1) Create a pie chart from the data (salesperson vs. quota).
 - a) Make sure the chart is placed as an object in your sheet.
- 2) Add a title at the top of the chart reads:

{FIRST & LAST NAME} PRODUCTS

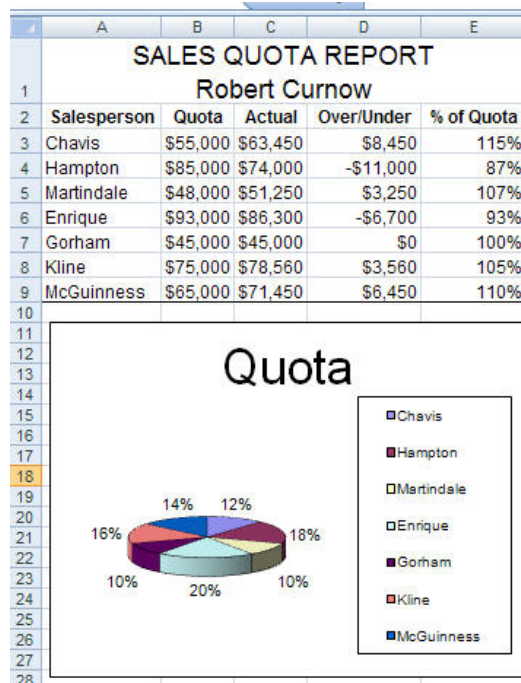
- 3) Change the font of the title to 30-point Tahoma).
- 4) Change the font of the legend text to 14-point Tahoma.
- 5) Add Data Labels showing the percentage value of each segment of the pie.
- 6) Save again.

Part 3

- 1) Change the orientation of the worksheet to Landscape. (Hint: Page Setup)
- 2) Change the left and right margins to 0.5"
- 3) Horizontally and vertically center the worksheet on the page.
- 4) Save again.
- 5) Print Preview and make sure everything is good!
- 6) Change the work sheet to show formulas (Ctrl + ~).
- 7) Print Preview and make sure everything is good!

Part 4

- 1) Email me your spreadsheet at rcurnow@cvsd.org



This is what it should look like!