**Retail Inventory Instructions Part 2**

This exercise continues the career theme for a retail analyst. In this exercise, you will summarize the detailed sales data using statistical functions. The report will summarize the store level detail by region, which could be used by senior executives of the company. Begin this exercise by opening the excel workbook **Retail Inventory Data**.

1. Click cell C3 on the **Summary Report** worksheet. Create a formula to count the stores for each region of the company (See Sales by Store worksheet tab). Copy the formula in cell C3 to C6. The function will show the number of stores for each region.
2. Click cell D3 on the Summary Report worksheet. Create a formula to calculate the current sales by region. Copy formula from D3 to D4:D6.
3. Click cell E3 on the **Summary Report** worksheet. Create a formula to sum the sales last year by region (See Sales by Store worksheet). Copy the formula from E3 thru E6. The formula will show the total sales last year for each region.
4. Enter a formula in cell F3 on the **Summary Report** worksheet to calculate the percent change in sales for each region. Copy and paste the formula in cell F3 to F6.
5. Click cell C11 on the **Summary Report** worksheet. Create a formula to count the number of stores by size for the region number typed into cell B9. Copy the COUNTIFS function in cell C11 and paste it into the range C12:C14 using the Paste Formulas command.
6. Click cell D11 on the **Summary Report** worksheet. This column will be used to sum the current sales by store size for the region number typed into cell B9. Copy the Formula in cell D11 into the range D12:D14.
7. Click cell E11 on the **Summary Report** worksheet. Create a formula to sum the sales last year by store size for the region number typed into cell B9. Copy the formula in cell E11 into the range E12:E14.
8. Enter a formula in cell F11 on the **Summary Report** worksheet to calculate the percent change in sales for each store size. Copy the formula in cell F11 into the range F12:F14. Place a conditional format on the range F11:F14 to show any negative numbers in red.
9. Click cell G3 on the **Summary Report** worksheet. Create a formula to show the sales growth target for each region. The sales growth targets can be found in the **Region Plan** worksheet. Copy the in cell G3 to thru G6.
10. Enter a formula in cell H3 that subtracts the Sales Growth Target in cell G3 from the Change in Sales in cell F3. Then copy the formula into the range H4:H6.
11. Click cell C9 on the **Summary Report** worksheet. Create a formula to display the name of the region for the number that is typed into cell B9.
12. Looking at the **Summary Report** worksheet, you will notice that the change in sales for the West region is −4.77%. Type the number **4** in cell B9 to see the change in sales summarized for each store size in the region. Examine the sales results by store size for each of the other three regions. Notice that even if a region is showing an increase in sales over last year, it does not necessarily mean that all stores in that region are performing well.
13. Save the workbook by adding your name in front of the current workbook name (i.e., “*your name* **Retail Inventory Data**”). Upload load to the assignment drop box in D2l.