

COMP-1975 Excel Assignment 2 - Modules 3 and 4

| | | |
|--------------------------|--|----------------------------------|
| | <p>IMPORTANT: Whenever the instructions refer to Firstname, Lastname, Username, Instructor Firstname, or Instructor Lastname you must substitute <u>your</u> information.</p> <p>-Replace Firstname with <u>your</u> first name</p> <p>-Replace Lastname with <u>your</u> last name</p> <p>-Replace Username with <u>your</u> Red River College username - the username that you use to log on to the network at the college (e.g. wsmith54)</p> <p>View the screenshots to help you clarify assignment instructions and your results. Note that screenshots show the <u>finished</u> work.</p> | |
| Part 1 (Module 3) | | |
| | <p><i>Your bicycle business Bike City, seems to be doing well. You have stores, in 6 cities in Western Canada, that rent a variety of bikes/stationary bikes, and sell bikes and related clothing and gear. You want to analyze income for the first two quarters of this business year, and calculate projected sales for the upcoming 3rd quarter</i></p> | Value |
| 1 | <p>-Open the starting file <i>Bike City Sales.xlsx</i></p> <p>-Review the document contents.</p> <p>Save it with a new filename based upon the following instructions:</p> <p>-Save the file as: 1 Firstname Lastname DescriptiveFilename.xlsx</p> <p>- Replace Firstname with your first name.</p> <p>- Replace Lastname with your last name.</p> <p>- Replace DescriptiveFilename with a suitable name of your own choice. Do not use exactly 'Bike City Sales' but choose one to three words that clearly describe the purpose of the file.</p> | deduction if requirement not met |
| 2 | <p>-In cell A1, replace Firstname Lastname with your own first name and last name.</p> <p>-Change the sheet tab name from <i>Store Sales</i> to: Firstname Lastname Store Sales (use your own first name and last name).</p> | 2 |
| 3 | -In the centre footer of the worksheet, insert Firstname Lastname (your first and last names) | 1 |
| 4 | <p><i>You forgot to include taxes.</i></p> <p>-Insert 3 new columns between columns F and G.</p> <p>-In the range G3:I3, enter the text in the headers as shown in the screenshot. (Don't worry - you will take care of formatting after a few more steps.)</p> | 2 |
| 5 | -In row 1, remove and reapply Merge and Center to include the entire range A1:I1. | 1 |
| 6 | <p><i>Both taxes are payable on rentals and sales.</i></p> <p>First calculate the GST as follows: (Note: the GST rate is defined in cell B2)</p> <p>-In cell G4, create a formula to calculate GST for the first row's total. Fill down the formula in the range G5:G9.</p> <p>Required: Your formula must include a reference to cell B2, such that the formula will be correct when filled down.</p> | 3 |

| | | |
|----|--|--|
| 7 | <p>Next, calculate the Provincial Sales Tax (PST). The PST rate varies for each province. The PST rate for each province is found in a table on the sheet 'Lookup Tables'.</p> <p>Using the province code beside each store, employ the VLookup() function to select the correct PST rate.</p> <p>-In cell H4, create a formula to calculate PST for the first row's total. Use VLookup() in the formula. Fill down the formula in the range H5:H9.</p> <p>Required: Your formula must include a reference to the lookup table (i.e. absolute address), such that the formula will be correct when filled down.</p> | 10 |
| 8 | <p>-In cell I4, use a <u>function</u> to calculate the total for the first row, including taxes.</p> <p>-Fill this function down through the range I5:I9. Note formatting.</p> | 2 |
| 9 | <p>-Fill the Sum function in cell F10 through the range F10:I10.</p> <p>-Ensure all columns are wide enough to properly display data.</p> | 1 |
| 10 | <p>-In the range F3:I10, adjust formatting to match the screenshot. Pay close attention to use of borders, bold formatting and dollar signs.</p> <p>-Examine the screenshot to ensure <u>all</u> other formatting in the range A1:I10 is correct.</p> | 2 |
| 11 | <p><i>You want to do some projections for the 3rd Quarter.</i></p> <p>-In cell L23, create a formula that increases the Quarter 2 value (found in cell L13) by the per cent indicated in cell N20.</p> <p>Example: the result in cell L23 for a 4% increase should be \$1,445.07.</p> <p>-Fill the formula across and down to complete the table.</p> <p>Required: Your formula must include a reference to cell N20, such that the formula will be correct when filled across and down to complete the table.</p> <p>Tip: Be sure formatting matches the screenshot.</p> <p>Note: All your numbers will not yet match the screenshot</p> | 4 |
| 12 | <p>-Test your Year 3 projections by changing the value in cell N20 to 5%.</p> <p>Your results for the Year 3 Projections table should match the screenshot. If your results do not match, then it's time to do some checking!</p> | 1 |
| 13 | <p><i>You notice the results in the main table (range A1:H8) are much different than the screenshot!</i></p> <p>-What could be wrong? Investigate, and fix the problem in the table so the formulas work as intended.</p> <p>-Be sure to maintain all formatting when fixing the error.</p> <p>Tip: Begin your investigation by examining the formula in cell C4.</p> <p>Tip: Examine all formatting on the sheet (deductions for formatting that does not match the screenshot)</p> | 4 |
| 14 | <p>-Select cell A1.</p> <p>-Ensure your worksheet is in Normal view.</p> <p>-Set zoom to 100%.</p> <p>-Save and close your file.</p> | deduction if requirement not met |
| | Subtotal Part 1 | 33 |

| Part 2 (Module 4) | | |
|-------------------|--|---|
| | <p><i>You are thinking of creating a new Bike City store in Brandon, Manitoba. You have located a good building in a good location.</i></p> <p><i>You wish to calculate the mortgage plus the total cost of buying - monthly and annually.</i></p> <p><i>The building is selling for \$325,000. The seller has provided the building's monthly operating costs: i.e.. property taxes, his insurance costs and his average maintenance costs</i></p> | |
| 1 | <p>-Open the starting file <i>New Store Purchase - Brandon.xlsx</i></p> <p>-Review the document contents.</p> <p>Save it with a new filename based upon the following instructions:</p> <p>-Save the file as: 2 Firstname Lastname New Store Purchase - Brandon.xlsx</p> <p>- Replace Firstname with your first name.</p> <p>- Replace Lastname with your last name.</p> | <i>deduction if requirement not met</i> |
| 2 | In cell A2, type your Firstname Lastname | 1 |
| 3 | <p>The building for your possible future store is selling for \$325,000. You can make a \$65,000 downpayment. Your bank offers mortgages at 3.25%. You decide on a 15 year mortgage, <i>making monthly payments, at the end of each month</i>.</p> <p>Enter the above information in the Mortgage Terms table.</p> <p>In cell B6, calculate the net purchase price, which will become the amount of your mortgage.</p> | 1 |
| 4 | In cell E5, calculate the monthly mortgage payment, based upon the mortgage terms. Ensure the result is expressed as a positive number. | 6 |
| 5 | In cells F5 to F8, calculate the annual costs from the monthly costs, and in F9, sum the annual costs. | 1 |
| 6 | -In the centre footer of the worksheet, insert Firstname Lastname (your first and last names) | 2 |
| | Subtotal Part 2 | 11 |

| Part 3 (Module 4) | | |
|-------------------|--|----------------------------------|
| | <p><i>As owner of Wood Fired Pizzas restaurants, you need to examine how your sales channels and food menus are performing. To help with your sales analysis, you will perform a number of calculations and create useful charts.</i></p> <p><i>Tip: You are required to match all formatting to the screenshots. You may want to do that as you work your way through each question, or you may want to leave it until the end.</i></p> | Value |
| 1 | <ul style="list-style-type: none"> -Open the starting file <i>Wood Fired Pizzas.xlsx</i> . -Review the document contents. Save it with a new filename based on the following instructions: -Save the file as: 3 Firstname Lastname DescriptiveFilename.xlsx <ul style="list-style-type: none"> - Replace Firstname with your first name. - Replace Lastname with your last name. - Replace DescriptiveFilename with a suitable name of your own choice. Do not include the full term Wood Fired Pizzas but choose one to three words that clearly describe the purpose of the file. | deduction if requirement not met |
| 2 | -Edit the title by typing your Firstname and Lastname in front of the word <i>Wood Fired Pizzas</i> . | 1 |
| 3 | -In cell A1, type your Username . Note that the text only displays in the formula bar, because the font and cell shading are the same color. Keep it that way. | 1 |
| 4 | -Use a <u>function</u> to calculate each Pizza Restaurants' sales total for each menu | 2 |
| 5 | -Use a <u>function</u> to calculate the total sales from all food menus for each of the three sales channels (be sure to also calculate totals for each of the four restaurants). Do <u>not</u> copy functions to blank rows. | 3 |
| 6 | -Calculate the TOTAL sales from all three sales channels for each food menu type. Do <u>not</u> include blank cells in your calculation. | 3 |
| 7 | -Use a <u>function</u> to calculate the <i>average</i> pizza restaurant revenue for each food menu type (be sure to also calculate the average of the restaurant totals in column I). | 3 |
| 8 | <p><i>You want to compare total sales for each of the four stores to the overall average in-store sales.</i></p> <ul style="list-style-type: none"> - Use a <u>function</u> to insert the word Low if total sales for each store are less than the overall in-store average. Insert the word Okay if this condition is not met. <p>Required: In your function, you must include a cell reference to the overall in-store average (cell I17) in such a way that the function produces the correct result when filled down.</p> <p>Note: No marks will be given for simply typing in the words.</p> | 5 |
| 9 | <p><i>You want a chart to help you more easily interpret the data.</i></p> <ul style="list-style-type: none"> -Insert a 3-D clustered column chart that displays the sales amounts for each channel, broken down by menu type <p>Tip: For the restaurant sales channel, use the restaurant totals.</p> <ul style="list-style-type: none"> -Move and resize the chart to match the screenshot. -Change the chart type to a 2-D clustered column (instead of 3-D). | 4 |
| 10 | <ul style="list-style-type: none"> -Edit the chart title to read: Menu Sales by Sales Channel. -Apply the chart style that most closely resembles the screenshot. -Decrease the title font size by one -Use the built-in tool to change the chart legend position to Top. | 3 |

| | | |
|----|---|----------------------------------|
| 11 | <p><i>Your first chart is so helpful, that you want to create a second chart!</i></p> <p>-Insert a 2-D clustered column chart that compares the restaurant sales totals for all 4 restaurants.</p> <p>-Move and resize the chart to the position shown in the screenshot</p> | 3 |
| 12 | <p>-Edit the chart title of the second chart to read: Restaurant Sales Comparison</p> <p>-Apply the chart style that most closely resembles the screenshot.</p> <p>-Change the size of the title to be the same as the title on the chart beside it.</p> | 2 |
| 13 | <p>-Display data labels as shown in the screenshot.</p> <p>-Change the format of the vertical axis values to have a maximum of \$125,000, major units of \$25,000 and to display \$.</p> | 3 |
| 14 | <p><i>You would like to drill down on the sales figures to analyze restaurant sales more closely. To help with this, you have decided to create another chart. As you create this third chart, be sure to refer closely to the screenshot entitled Restaurant Sales Chart Sheet.</i></p> <p>-Using the type of pie chart shown, display the same data.</p> <p>-Apply the chart style that most closely resembles the screenshot.</p> <p>-Edit the chart title to read: Restaurant Sales - by Menu Type</p> | 4 |
| 15 | <p>-Use the appropriate tool to place the chart on its own chart sheet (<i>not</i> as an embedded object on a new worksheet).</p> <p>-Name the new sheet: Restaurant Sales</p> <p>-Move the chart sheet so it is the last sheet in the workbook.</p> | 3 |
| 16 | <p>Format chart <u>to match screenshot</u>, including:</p> <p>-Data labels, Legend, Rotation, Exploded piece of pie</p> | 5 |
| 17 | <p>On the Sales Breakdown worksheet:</p> <p>-Below the two column charts, in the space provided, answer the data analysis questions.</p> <p>Tip: Use the charts as well as the numeric data to find the correct answers.</p> | 5 |
| 18 | <p>IMPORTANT Final check: <u>all</u> formatting, spelling, other errors.</p> <p>This process should happen every time you create a finished product.</p> <p>Carefully check your work, referring frequently to the screenshots and instructions.</p> <p>While no marks are given for this requirement, as much as 10% of the overall mark may be deducted.</p> | deduction if requirement not met |
| 19 | <p>On the Sales Breakdown worksheet:</p> <p>-Select the title cell (B1).Ensure your worksheet is in Normal view.</p> <p>-Set zoom to 100%. Save and close your file.</p> | deduction if requirement not met |
| | Subtotal Part 3 | 50 |
| | Total | 94 |

Assignment Submission:

-Upload your finished files to LEARN. You will have two files for this assignment.

-SUBMIT your Assignment by the due date and time indicated in the Dropbox for your class.

Immediately note the confirmation statement that your assignment has been successfully submitted.

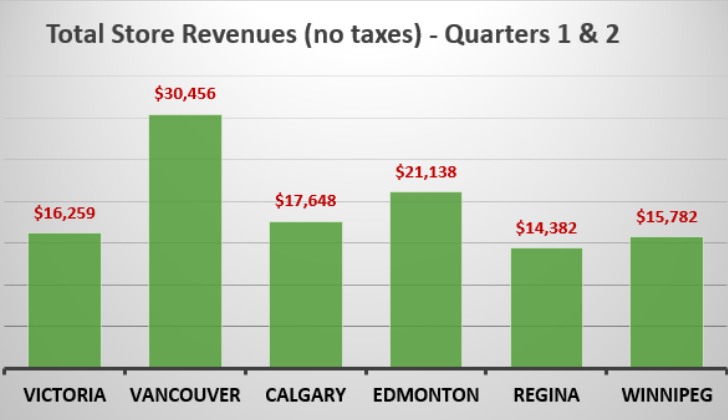
Keep a copy of your assignment files in a safe place.

Do not share your work with any other students. This is considered Academic Dishonesty and has serious consequences.

Excel Assignment 2 – Screenshots

Part 1

In Firstname Lastname Store Sales spreadsheet

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | | | | | | | | | | | | | |
|-----------|---|-------------|--------------|--------------|-----------------|---------------|-------------|-------------|-------------------|--|--------------|-------------|-----------------|--------------|----------|---------|----------|----------|----------|--------|----------|----------|----------|--------|--------------|------------|-----------------|-------|
| 1 | Firstname Lastname Bike City Sales | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Store Revenues -- Quarters 1 & 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | Bike City Store Revenues - Quarter 1 | | | | | | | | | | | | | | | | | | |
| 4 | Bike City Stores | Prov ince | Bike Rentals | Bike Sales | Accessory Sales | Total | GST | PST | Total Incl. Taxes | Stores | Bike Rentals | Bike Sales | Accessory Sales | Total | | | | | | | | | | | | | | |
| 5 | Victoria | BC | \$ 2,591.99 | \$ 9,716.00 | \$ 3,950.64 | \$ 16,258.63 | \$ 812.93 | \$ 1,138.10 | \$ 18,209.67 | Victoria | \$ 1,202.50 | \$ 4,458.00 | \$ 1,820.49 | \$ 7,480.99 | | | | | | | | | | | | | | |
| 6 | Vancouver | BC | \$ 3,720.74 | \$ 17,863.00 | \$ 8,872.50 | 30,456.24 | \$ 1,522.81 | \$ 2,131.94 | \$ 34,110.99 | Vancouver | 1,760.36 | 8,754.00 | 4,330.50 | \$ 14,844.86 | | | | | | | | | | | | | | |
| 7 | Calgary | AB | \$ 2,265.00 | \$ 11,169.00 | \$ 4,213.50 | 17,647.50 | \$ 882.38 | \$ - | \$ 18,529.88 | Calgary | 1,250.00 | 5,420.00 | 2,006.50 | 8,676.50 | | | | | | | | | | | | | | |
| 8 | Edmonton | AB | \$ 2,624.50 | \$ 13,978.00 | \$ 4,535.50 | 21,138.00 | \$ 1,056.90 | \$ - | \$ 22,194.90 | Edmonton | 1,305.00 | 6,870.00 | 2,389.00 | 10,564.00 | | | | | | | | | | | | | | |
| 9 | Regina | SK | \$ 2,178.99 | \$ 9,458.00 | \$ 2,745.00 | 14,381.99 | \$ 719.10 | \$ 862.92 | \$ 15,964.01 | Regina | 989.99 | 4,129.00 | 1,295.00 | 6,413.99 | | | | | | | | | | | | | | |
| 10 | Winnipeg | MB | \$ 2,417.00 | \$ 10,404.00 | \$ 2,960.50 | 15,781.50 | \$ 789.08 | \$ 1,262.52 | \$ 17,833.10 | Winnipeg | 1,169.00 | 4,983.00 | 1,430.00 | 7,582.00 | | | | | | | | | | | | | | |
| 11 | Total | | \$ 15,798.22 | \$ 72,588.00 | \$ 27,277.64 | \$ 115,663.86 | \$ 5,783.19 | \$ 5,395.48 | \$ 126,842.53 | Bike City Store Revenues - Quarter 2 | | | | | | | | | | | | | | | | | | |
| 12 | <div>Total Store Revenues (no taxes) - Quarters 1 & 2</div>  <table><thead><tr><th>City</th><th>Revenue (\$)</th></tr></thead><tbody><tr><td>VICTORIA</td><td>\$16,259</td></tr><tr><td>VANCOUVER</td><td>\$30,456</td></tr><tr><td>CALGARY</td><td>\$17,648</td></tr><tr><td>EDMONTON</td><td>\$21,138</td></tr><tr><td>REGINA</td><td>\$14,382</td></tr><tr><td>WINNIPEG</td><td>\$15,782</td></tr></tbody></table> | | | | | | | | | City | Revenue (\$) | VICTORIA | \$16,259 | VANCOUVER | \$30,456 | CALGARY | \$17,648 | EDMONTON | \$21,138 | REGINA | \$14,382 | WINNIPEG | \$15,782 | Stores | Bike Rentals | Bike Sales | Accessory Sales | Total |
| City | | | | | | | | | | Revenue (\$) | | | | | | | | | | | | | | | | | | |
| VICTORIA | | | | | | | | | | \$16,259 | | | | | | | | | | | | | | | | | | |
| VANCOUVER | | | | | | | | | | \$30,456 | | | | | | | | | | | | | | | | | | |
| CALGARY | | | | | | | | | | \$17,648 | | | | | | | | | | | | | | | | | | |
| EDMONTON | | | | | | | | | | \$21,138 | | | | | | | | | | | | | | | | | | |
| REGINA | | | | | | | | | | \$14,382 | | | | | | | | | | | | | | | | | | |
| WINNIPEG | \$15,782 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | Victoria | \$ 1,389.49 | \$ 5,258.00 | \$ 2,130.15 | \$ 8,777.64 | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | Vancouver | 1,960.38 | 9,109.00 | 4,542.00 | 15,611.38 | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | Calgary | 1,015.00 | 5,749.00 | 2,207.00 | 8,971.00 | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | Edmonton | 1,319.50 | 7,108.00 | 2,146.50 | 10,574.00 | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | Regina | 1,189.00 | 5,329.00 | 1,450.00 | 7,968.00 | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | Winnipeg | 1,248.00 | 5,421.00 | 1,530.50 | 8,199.50 | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | | | | | | | | | | 3rd Quarter Projected Increase: 5% | | | | | | | | | | | | | | | | | | |
| 20 | | | | | | | | | | Bike City Store Revenues - PROJECTED 3rd Quarter | | | | | | | | | | | | | | | | | | |
| 21 | | | | | | | | | | Stores | Bike Rentals | Bike Sales | Accessory Sales | Total | | | | | | | | | | | | | | |
| 22 | | | | | | | | | | Victoria | \$ 1,458.96 | \$ 5,520.90 | \$ 2,236.66 | \$ 9,216.52 | | | | | | | | | | | | | | |
| 23 | | | | | | | | | | Vancouver | \$ 2,058.40 | \$ 9,564.45 | \$ 4,769.10 | 16,391.95 | | | | | | | | | | | | | | |
| 24 | | | | | | | | | | Calgary | \$ 1,065.75 | \$ 6,036.45 | \$ 2,317.35 | 9,419.55 | | | | | | | | | | | | | | |
| 25 | | | | | | | | | | Edmonton | \$ 1,385.48 | \$ 7,463.40 | \$ 2,253.83 | 11,102.70 | | | | | | | | | | | | | | |
| 26 | | | | | | | | | | Regina | \$ 1,248.45 | \$ 5,595.45 | \$ 1,522.50 | 8,366.40 | | | | | | | | | | | | | | |
| 27 | | | | | | | | | | Winnipeg | \$ 1,310.40 | \$ 5,692.05 | \$ 1,607.03 | 8,609.48 | | | | | | | | | | | | | | |
| 28 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Part 2

In Store in Brandon spreadsheet

| | A | B | C | D | E | F | G |
|----|---|------------|---|-----------------------|----------------|---------------|---|
| 1 | Bike City New Store Purchase - Brandon | | | | | | |
| 2 | FirstName LastName | | | | | | |
| 3 | Mortgage Terms | | | Total Costs of Buying | | | |
| 4 | Purchase Price | \$ 325,000 | | | Cost per Month | Cost per Year | |
| 5 | Down Payment | \$ 65,000 | | Mortgage | \$1,826.94 | \$ 21,923.27 | |
| 6 | Net Purchase Price | \$ 260,000 | | Property Taxes | 305.00 | \$ 3,660.00 | |
| 7 | Annual Interest Rate | 3.25% | | Property Insurance | 255.00 | \$ 3,060.00 | |
| 8 | Length of Mortgage (years) | 15 | | Maintenance & Repairs | 300.00 | \$ 3,600.00 | |
| 9 | | | | Total Cost | \$ 2,686.94 | \$ 32,243.27 | |
| 10 | | | | | | | |
| 11 | | | | | | | |
| | Store in Brandon | | | | | | |

Part 3

In Sales Breakdown worksheet

| | B | C | D | E | F | G | H | I | J | K |
|----|---|------------|------------|-----------|------------|------------------|------------|-----------------------|---|---|
| 1 | Firstname Lastname Wood Fired Pizzas | | | | | | | | | |
| 2 | Sales Breakdown | | | | | | | | | |
| 3 | Food Menus | | | | | | | | | |
| 4 | Sales Channel | Salads | Pizzas | AntiPasta | Pastas | Wine & Beverages | Total | | | |
| 5 | 1 Direct Takeout | \$ 40,542 | \$ 64,590 | \$ 12,734 | \$ 36,432 | \$ 9,453 | \$ 163,751 | | | |
| 6 | 2 Skip the Dishes | 12,543 | 18,945 | 4,745 | 15,786 | 7,345 | \$ 59,364 | | | |
| 8 | 3 Pizza Restaurants | | | | | | | Restaurant Comparison | | |
| 9 | Winnipeg 1 | 16,983 | 25,645 | 12,003 | 17,054 | 15,054 | 86,739 | Low | | |
| 10 | Winnipeg 2 | 15,430 | 23,989 | 13,176 | 16,989 | 17,003 | 86,587 | Low | | |
| 11 | Winnipeg 3 | 19,540 | 28,335 | 12,998 | 25,698 | 21,478 | 108,050 | Okay | | |
| 12 | Brandon | 18,300 | 27,321 | 15,021 | 24,987 | 23,035 | 108,664 | Okay | | |
| 13 | Restaurant Totals | \$ 70,253 | \$ 105,290 | \$ 53,198 | \$ 84,728 | \$ 76,570 | \$ 390,040 | | | |
| 14 | TOTAL | \$ 123,338 | \$ 188,825 | \$ 70,677 | \$ 136,946 | \$ 93,368 | \$ 613,155 | | | |
| 15 | | | | | | | | | | |
| 16 | | | | | | | | | | |
| 17 | Restaurant Averages | \$ 17,563 | \$ 26,323 | \$ 13,300 | \$ 21,182 | \$ 19,143 | \$ 97,510 | | | |
| 18 | | | | | | | | | | |
| 19 | <div>Menu Sales by Sales Channel</div> | | | | | | | | | |
| 20 | | | | | | | | | | |
| 21 | <div>Restaurant Sales Comparison</div> | | | | | | | | | |
| 22 | | | | | | | | | | |
| 23 | | | | | | | | | | |
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| 34 | | | | | | | | | | |
| 35 | ANSWER THE FOLLOWING QUESTIONS AFTER EXAMINING COM | | | | | | | | | |
| 36 | | | | | | | | | | |
| 37 | Which of the three sales channels is the strongest performer? | | | | | | | | | |
| 38 | | | | | | | | | | |
| 39 | | | | | | | | | | |
| 40 | Which of the five food menus has the lowest total sales? | | | | | | | | | |
| | <div>Sales Breakdown</div> <div>Restaurant Sales</div> | | | | | | | | | |

