

Instructions:

As a Finance Consultant, you have been asked to build a worksheet for a company, AZ Sweet Sdn Bhd for its first quarter sales report. Perform the following tasks to build the First Quarter 2023 Sales Report Worksheet for AZ Sweet Sdn Bhd.

Question 1: Data Entry [10 marks]

- i. Start Microsoft Excel and create a new workbook and save as GROUP, YOUR FULL NAME & STUDENT MATRIC NUMBER.
- ii. Enter the below data by using Cambria Font size 12. Start your data entry at Cell B3.

AZ Sweet Sdn Bhd
Sales Report 1st Quarter 2023

No.	Name of Product	Price per unit (RM)	Total sale (Unit)
1	Cheesecake Amazin Raisin	108.95	286
2	Red Rainbow Sherbet	87.50	300
3	Chocolate Baseball Nut	35.45	212
4	Strawberry Cheesecake	14.60	245
5	Strawberry Yogurt Cookie Dough	16.50	426
6	Matcha Hokey Pokey	16.50	312
7	Dark World Class Chocolate	17.50	348
8	Montblanc Love Potion #31	18.50	238
9	Raindrop Macadamia Nuts 'n Cream	11.90	411
10	Ice Old Fashioned Butter Pecan	16.90	544

Question 2: Table Style [10 marks]

- i. Create any appropriate table layout.
- ii. Insert the table title at B1 and table subtitle at B2. Insert a new row between the subtitle row and the table.
- iii. Merge and center the table title, B1-F1. Change the cell style to Title Style and change the font to Cambria 18 pt, light green font color, bold the title.
- iv. Merge and center the table subtitle, B2-F2. Change the cell style to Title Style and change the font to Cambria 14 pt, light green font color, italic the subtitle.
- v. Change the table style to Gold, Table Style Medium 12.

Question 3: Computation [10 marks]

- i. Insert another column, name it as "Total Sales (RM)". Calculate the total sales for each product.
- ii. Sort "Name of Product" by A-Z.
- iii. For the "Price per unit (RM)", "Total Sale (unit)" & "Total Sales (RM)", calculate/find the following:
 - a. The Total/Sum
 - b. The Maximum score
 - c. The Minimum score
 - d. The Average score

Question 4: Using Formulas and Function [10 marks]

- i. In the “Total Sales” column, by using conditional formatting, create a new formatting rule by using icon sets as the format style. Choose 3 symbols (circled) as the icon style. The rules of the value are as follow:
 - a. Green check symbol when value more or equal than 5600
 - b. Yellow exclamation symbol when value more or equal than 3600
 - c. Red cross symbol when value less than 3600
- ii. Insert another column and name it as “Sales Rating”.
- iii. Based on the table below, create a table array in the range of I1:J6. Type “Rating Table” in cell I1 and apply Title style, bold text, Cambria16 pt. Merge and center the cells, I1:J1. Copy the format of the table style to the column headings.

Amount (RM)	Rating
1000 - 3999	1
4000 - 8999	2
9000 - 29999	3
30000 and above	4

- iv. Using the VLOOKUP function, determine the sales rating for all products.

Question 5: Charts/ Graph [10 marks]

- i. Based on the 10 products and the total sales (RM),
 - a. Create a 3-D Pie Chart in a new sheet and rename the sheet as “Chart”. Change the tab sheet colour to red.
 - b. Change the chart layout to Layout 1 and change the style to Style 8.
 - c. Insert the chart title as “Total Sales” and change the font to Arial Black28 pt, light green color
 - d. Rotate the raindrop cake slice to 260 degrees and separate the slice from the chart by 10%.
 - e. Change the font of data labels to Lucida Fax12 pt
- ii. The “Chart” sheet will be rearranged to be the second sheet. Rename the first sheet as “Sales Report” and change the sheet tab color to yellow.
- iii. Save the document.