

Sales Report

New Skills

1. None. This activity provides additional reinforcement in using many of the skills introduced in previous activities.

Activity Overview

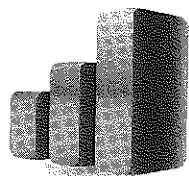
Sales are the lifeline of all businesses, and employers frequently offer compensation programs to their employees that include sales incentives to motivate them to sell more products and services. An increase in sales results in increased profits for the business and increased compensation for the employees.

The sales incentive programs of most businesses consist of cash commissions. Some businesses may also offer bonus plans, merchandise, prizes, profit sharing, or other rewards.

The following activity illustrates how a spreadsheet can be used to compute the commissions earned by employees of the Shear Magic Beauty Salon and Day Spa for additional sales of beauty products to clients and how to add the commission for those sales to their base salaries.

Instructions

1. Create a NEW spreadsheet.
- ★ Unless otherwise stated, the font should be 10 point Arial.
2. Format row 9 to wrap the text within each cell.
3. Type the data as shown.
4. Format the width of column A to 11.0 and left align.
5. Format the width of columns B and C to 14.0 and left align.
6. Format the width of columns D – G to 13.0 and right align.
7. Format cells D11 – G45 as numbers displaying 2 decimal places with a comma separator.
8. Bold cell A2 and change the font size to 16 point.
9. Bold rows 7 – 9.
10. Compute the formulas for the first employee as follows:
 - a. $\text{COMMISSION}=6\%*\text{SALES}$ → In cell F11, type =
 - b. $\text{TOTAL SALARY}=\text{BASE SALARY}+6\% \text{ COMMISSION}$ → In cell G11, type =
11. Use the AutoFill feature to copy the formulas down for the 6% COMMISSION and TOTAL SALARY columns for the remaining employees.
12. Enter formulas to calculate the Totals, Average, Maximum, and Minimum for columns D – G.
13. Bold rows 42 – 45.
14. Display formulas in your spreadsheet by using <CTRL> + ` to check for accuracy.



25

Sales Report

15. Carefully proofread your work for accuracy.
16. Save the spreadsheet as SALES REPORT.
17. Analyze the changes made to the data in the spreadsheet.
18. Set the Print Area to include all cells containing data in the spreadsheet.
19. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
20. Print a copy of the spreadsheet if required by your instructor.

Sales Report

INPUT DATA

	A	B	C	D	E	F	G
1	Activity 25 Student Name						
2	Shear Magic Beauty Salon and Day Spa						
3	300 Bedford Street						
4	Billings, MT 59117						
5							
6							
7	January 2011 Sales Report						
8							
9	EMPLOYEE NUMBER	LAST	FIRST	BASE SALARY	SALES	6% COMMISSION	TOTAL SALARY
10							
11	983953	Bramwell	Samantha	1200	3000		
12	902094	Brown	Jarrika	1100	2125		
13	909300	Celona	Alison	1400	2325		
14	925024	Ciriano	Giada	1250	2170		
15	912999	Clarke	James	600	745		
16	981472	Davis	Joan	700	2425		
17	923094	De Minico	Antonio	800	1600		
18	972301	Donahue	Brandon	1300	1290		
19	930223	Duong	Champe	800	1050		
20	912309	Edros	Melinda	900	1800		
21	910400	Elderkin	Dana	600	1830		
22	920444	Fahey	Bernard	700	630		
23	933821	Foster	Lisa	600	1500		
24	954784	Frey	Brian	1100	1845		
25	953093	Jones	Latona	500	1380		
26	953093	Madonna	Melissa	1400	3125		
27	924582	Molina	Daniel	900	650		
28	993500	Mosher	Frank	300	935		
29	929353	Nichols	Nicholas	800	825		
30	930530	Reddington	Kyle	600	1420		
31	909202	Rushton	Darcy	300	865		
32	923024	Sangster	Luci	700	990		
33	930030	Shay	Sarah	900	785		
34	987645	St. Germain	Diane	1000	1450		
35	912923	Trowbridge	Tiara	900	1850		
36	935022	Voye	Paula	2000	1400		
37	945823	Williams	Kadema	400	750		
38	930503	Wong	Joy	400	1710		
39	934302	Woodford	Rosaline	750	625		
40	903493	Yen	Lillie	1000	825		
41							
42	TOTALS						
43	AVERAGE						
44	MAXIMUM						
45	MINIMUM						