Spreadsheet Homework

- Use these instructions to modify an income projection spreadsheet for a small Garden Cafe. *Parameter* values should be used whenever appropriate.

SAVE YOUR WORK FREQUENTLY!!

1) Copy the file *GARDEN.XLS* from the **OUT** folder on the *CSC-101* server to your USB drive.
2) Rename the file on your disk as *last first cafe* followed by **`.xls`** (or **`.xlsx`**)
3) Insert a new row below the *Marketing Expense* row. Add the following data:
   Administrative Expense 77 79 69

- Format cells in the spreadsheet as follows:

1) Resize cells so that values/labels fit nicely.
2) Center align the Month names - Also make them BOLD.
3) Center the Title Lines (April's Flower Garden etc.) across columns B,C,& D

- Working only with the first month (Jan), add formulas for the following:

1) the *Cost of Goods Sold* (52% of the *Sales* value)
2) the *Gross Margin* (*Sales* minus the *Cost of Goods Sold*)
3) the *Total Expense* (the sum of all expenses)
4) the *Net Income Before Tax*
5) the *Federal Tax* (assume a 48% tax rate applied to net income)
6) the *Net Income After Taxes*

- Working with all of the data:

1) Format <u>all</u> numbers with the 0,000.00 format using the "**,**" button. (Alternatively, go to **Format**>*Format Cells* in the **Home** ribbon, click the "Number" tab and choose the "Accounting" category.)
2) Format the rows for: *Gross Margin*, *Total Expense*, and *Net Income After Taxes* using the $ format. (Do these rows <u>only</u>.) Also add a small border and a gray shading to these rows (only).
3) Make the *Cost of Goods* rate and the *Federal Tax* rate <u>parameters</u> in another part of your spreadsheet. Label and format these appropriately.

4) Change your formulas to reference these parameter values. (Use absolute references.)

5) Test your January result for accuracy.

- Replicating Your Work

1) Save your work (just a reminder).

2) Replicate the formulas for January into the columns for February and March; check the formatting for consistency.

3) Make the Sales figures for February and March use a formula so that they are 10% larger than the previous month.

4) Make the Marketing Expense figures for February and March use a formula so that they are 5% larger than the previous month.

5) Using the *Move or Copy Sheet* command from the **Home** ribbon (under *Format* in the *Cells* group), copy this entire worksheet onto sheet 2, 3, and 4, and rename the sheets Qtr2, Qtr3, and Qtr4.

6) Make necessary changes to those sheets. Change the following Sales figures:

Month:	April	July	Oct.
Sales:	2500	475	2800

Also, note that the *Cost of Goods* and *Federal Tax* rate parameters should be on the first sheet only. (Hint: Your formulas can refer to cells on other worksheets too. Just precede the cell number with the worksheet name and an exclamation point, for example – `Qtr1!C3`

7) Add a Year-end Total formula to worksheet 4 (now called Qtr4) summing the *Net Income After Taxes* values from all four worksheets.

8) Return to the first quarter sheet and change the *Sales* value for January to 500.

9) Revise the *Federal Tax* calculation to avoid the negative value in a logical way. (There's no negative tax -- the government does NOT pay you taxes! ☺)

10) Replicate the revised formula to all other locations as needed. (Keep in mind that data may someday change throughout the worksheets of your spreadsheet.)

11) Add a chart to each sheet showing *Net Income After Taxes* for each quarter. Experiment with different styles of charts. (Use at least three different styles for the four worksheets in your final version.) Format the charts nicely.

12) Place a copy of the revised spreadsheet into the **IN** folder. DO NOT PRINT ANYTHING.