

Excel Assignment 1

1. Create a projected profits worksheet using the template available in D2L under the content tab entitled Excel Assignment 1 Template.
2. Bold all text in column A.
3. Under the Assumptions table enter:
 - 10% for Gross Sales Increase
 - 5% for Wages Increase
 - 5% for Cost of Goods
 - 2% for Advertising Increasein column B next to each category and format as percent with 1 decimal place.
4. This projected profits worksheet covers a 5 year period so in cell C10 enter the year 2021. Then copy cells B10 and C10 to cells D10, E10, and F10 respectively. Used what you learned in the Excel tutorials so you end up with the years 2020 – 2024 as column headings in row 10.
5. In cell B15, calculate Total Income (use the sum function). Format as currency with 2 decimal places
6. In cell B24, calculate Total Expenses (use the sum function). Format as currency with 2 decimal places
7. In cell B26 calculate Net profit which is Total income minus Total expenses. Format as currency with 2 decimal places
8. Gross Sales are predicted to increase by 10% per year for the next 4 years. In cell C12 calculate projected Gross Sales. Use absolute cell referencing and the percentage Gross Sales Increase from the Assumptions Table to calculate the projected Gross Sales for 2022. Do not use the actual percentage (10%) in the formula. Instead use the cell address where the Gross Sales Increase is stored in the table. Then copy the formula to the remaining year columns. Adjust column widths as necessary to properly display data.
9. Sales incentives are not expected to increase so just copy the 5,000 in cell B13 to the remaining year columns.
10. Similar to what you did in #8 above, calculate projected Wages, Cost of Goods Sold, and Advertising for the years 2021, 2022, 2023, and 2024. Format as number with commas and 2 decimal points. Use absolute cell referencing and percent increase from the Assumptions Table.
11. Rent and Supplies are not expected to increase so just copy to 2020 numbers to the remaining year columns.
12. Copy the formulas for Total Income, Total Expenses, and Net Profit to the columns for the years 2021, 2022, 2023, and 2024. Format as currency with 2 decimal places.
13. Create a line chart that graphs Total Income, Total Expenses, and Net Profit for the years 2020 – 2024. Place the chart just below the Net Profit row. Add a chart title “Projected Profits” and make sure the legend correctly identifies the chart lines as Total Income, Total Expenses, and Net Profit.
14. Put your name at the top of the spreadsheet.
15. Save the file with your last name and first name as the file name. Using the name John Smith as an example, the Excel file name would be SmithJohn.xlsx. Upload your Excel file to the D2L Dropbox for Excel assignment 1 by the due date listed in your calendar and the dropbox.