

# Tree Sales Averages

In this activity, you will organize and analyze data. First, you will enter text and data onto the spreadsheet, calculate an average of a data set, and create a bar/column graph representing the averages you will calculate.

This activity focuses on the Christmas tree sales of three tree farms from December 10<sup>th</sup> through December 24<sup>th</sup>, 2016

## Set up the spreadsheet!

1. Select All and choose font style Times New Roman, 12 point font size.
2. Select cell C1 and type: CHRISTMAS TREE SALES 2016. This is the title of the spreadsheet.
3. Merge and Center A1 through E1
4. Key in the titles of the farms (see below).
5. In cell B3 type and key in BIG HILL FARM;
6. In cell C3 and key in WINTER MOUNTAIN;
7. In cell D3 and key in FROSTY ACRES.
8. If Columns B, C & D are not wide enough to contain the names, or are too wide, use the AutoFit Function to make the proper adjustment.
9. Key in the *dates of sale* in column A. (see below).
10. Starting in cell A5, enter DEC.10. Enter the date exactly this way.
11. Enter the remaining dates in column A up until DEC.24, which will be in cell A19.
12. HINT: Use the AUTO FILL Function to complete this task (Work Smarter not Harder)!
13. You will now enter the number of trees sold each day at each farm.
14. The following data set will be entered for BIG HILL FARM in the order it appears: 12, 13, 18, 21, 28, 14, 12, 18, 17, 28, 26, 20, 12, 10, 6.
15. Enter the following data set for WINTER MOUNTAIN: 20, 25, 30, 17, 26, 25, 21, 31, 22, 24, 30, 31, 20, 14, 9.
16. The last data set is for FROSTY ACRES: 20, 16, 26, 19, 31, 22, 18, 32, 24, 22, 29, 19, 7, 11,
17. You will now center the numbers in each column (B, C & D).

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## Tree Sales Averages

Your spreadsheet should look like this:

	A	B	C	D
1			CHRISTMAS TREE SALES	
2				
3		BIG HILL FARM	WINTER MOUNTAIN	FROSTY ACRES
4				
5	DEC.10	12	20	20
6	DEC.11	13	25	16
7	DEC.12	18	30	26
8	DEC.13	21	17	19
9	DEC.14	28	26	31
10	DEC.15	14	25	22
11	DEC.16	12	21	18
12	DEC.17	18	31	32
13	DEC.18	17	22	24
14	DEC.19	28	24	22
15	DEC.20	26	30	29
16	DEC.21	20	31	19
17	DEC.22	12	20	7
18	DEC.23	10	14	11
19	DEC.24	6	9	4

### Calculate the averages!

1. You will now calculate the average number of trees sold for each tree farm.
2. Type the word "Average" in cell A23.
3. First select cell B23 and key in the formula to calculate the sales for Big Hill Farm.
4. Repeat this task for columns C & D, or use the Auto Fill Function [Work Smarter not Harder!]

### Creating a Bar or Column graph!

5. You will now create a bar graph using the "Recommended Charts" Tool to visually display the averages you calculated, remember, **only the Averages**. The Control Key can be used here to allow you to select certain required data.
6. Enter the following:

**Chart Title:** Average Daily Tree Sales Dec. 10-Dec. 24. 2016

**(X) axis:** Tree Farm.

**(Y) axis:** Average Number of Trees

**Format:** Apply Data Labels.



7. Move this chart/graph to a New Sheet. Name the New Sheet Tree Sales Chart.
8. Format the Bars/Columns to contain a picture of a holiday or evergreen tree. If you do not know how, ask.
9. Save this file as 64 Tree Sales Averages.