

Instructions to the MS Excel Specialist

1. Using Microsoft Excel, create a new blank workbook.
2. Save the document as **Project E-11 Sales Projection** in the "Excel Projects" folder within the "Squeaky Clean Projects" folder.
3. Key the data into the spreadsheet as it appears in **Spreadsheet E-11**. Unless otherwise noted, the font should be set to Arial 10 point.
4. Format cell A1 as 16 point bold.
5. Format rows 3, 5, and 6 as bold.
6. Format the width of column A to 29.
7. Format the width of columns B – E to 18 and right-align.
8. Format cells B7 – D16 as numbers displaying 2 decimal places.
9. Format cells in column E as percentages displaying 2 decimal places.
10. Enter a formula in cell B18 to compute the total SALES THIS YEAR.
Hint: In cell B18, key $\text{=Sum}(B7:B16)$.
11. Enter a formula in cell C7 to compute the PROJECTED 15% GROWTH.
*Hint: In cell C7, key =15%*B7 .*
12. Use the AutoFill feature to copy the formula down column C to C16.
13. Enter a formula in cell D7 to compute the SALES NEXT YEAR.
Hint: In cell D7, key =B7+C7 .
14. Use the AutoFill feature to copy the formula down column D to D16.
15. Using absolute cell reference, enter a formula in cell E7 to compute the % OF SALES.
Hint: In cell E7, key $\text{=B7/}\$B\18 .
16. Use the AutoFill feature to copy the formula down column E to E16.
17. Use the AutoFill feature to copy the formula from cell B18 across to TOTALS columns C – E.
18. Display formulas in your spreadsheet by using <CTRL>+' to check for accuracy.
19. Carefully proofread your work for accuracy.
20. Resave the file.
21. Set the Print Area to include all cells containing data in the spreadsheet.
22. Use Print Preview and adjust the Page Setup so that the spreadsheet orientation is landscape and it fits on one page.
23. Print a copy of the spreadsheet if required by your instructor.

	A	B	C	D	E
1	Squeaky Clean				
2					
3	Annual Sales Forecast				
4					
5		SALES	PROJECTED	SALES	% OF
6	SERVICES	THIS YEAR	15% GROWTH	NEXT YEAR	SALES
7	Weekly basic cleaning	29808.80	<formula>	<formula>	<formula>
8	Bi-monthly basic cleaning	21000.24			
9	Monthly basic cleaning	5280.56			
10	Bi-annual deep cleaning	12150.78			
11	Window cleaning	5400.62			
12	Move-in/move-out cleaning	23700.52			
13	Carpet cleaning	27000.46			
14	Laundry	7200.22			
15	Oven cleaning (inside)	3600.78			
16	Refrigerator cleaning (inside)	8400.36			
17					
18	TOTALS	<formula>	<formula>	<formula>	<formula>