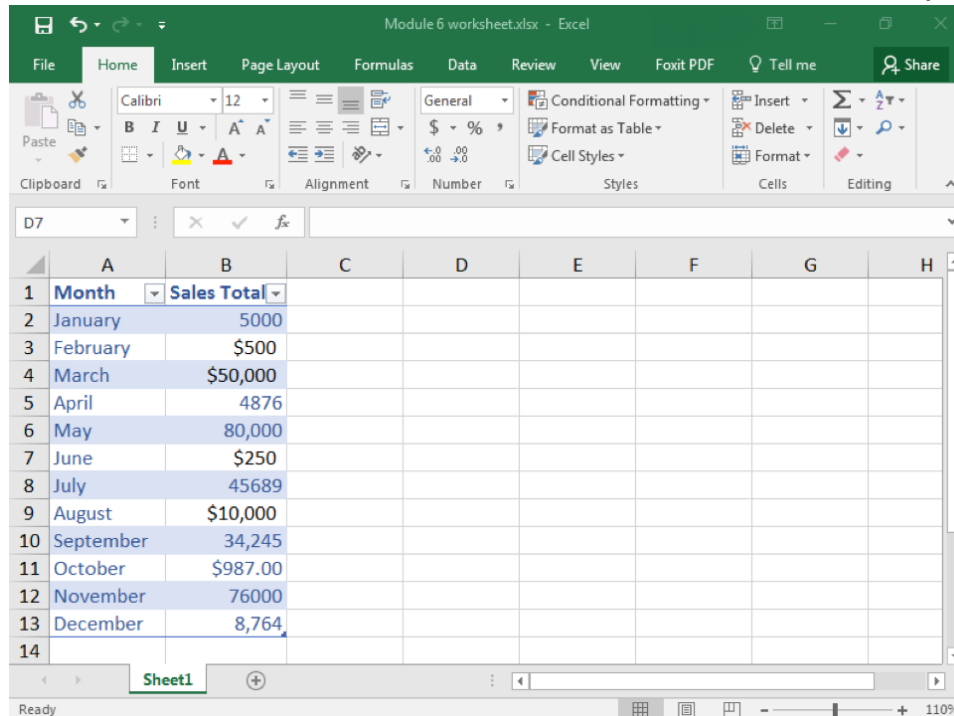


6.15: Assignment- Organize Sales Data

For this assignment, you will manipulate an Excel worksheet to organize and display data about sales totals throughout a year.

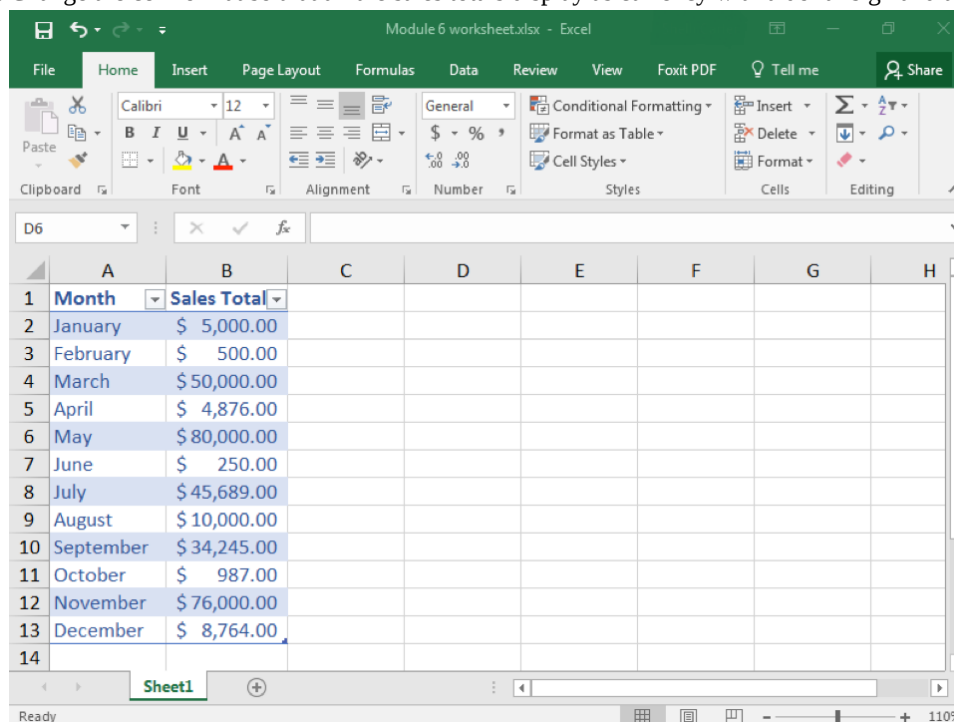
Download [this Excel workbook](#). It already contains the data you need. Follow the directions, then submit your assignment. If you get stuck on a step, review this module and ask your classmates for help in the discussion forum.

1. Open the workbook. Save it to the Rowan folder on your desktop as **BA132_LastName_SalesData.xlsx**, replacing “LastName” with your own last name. (Example: BA132_Hywater_SalesData) It is a good idea to save your work periodically.
2. Format the data as a table with the name of the months and sales total as headers. You may use any table style you like.



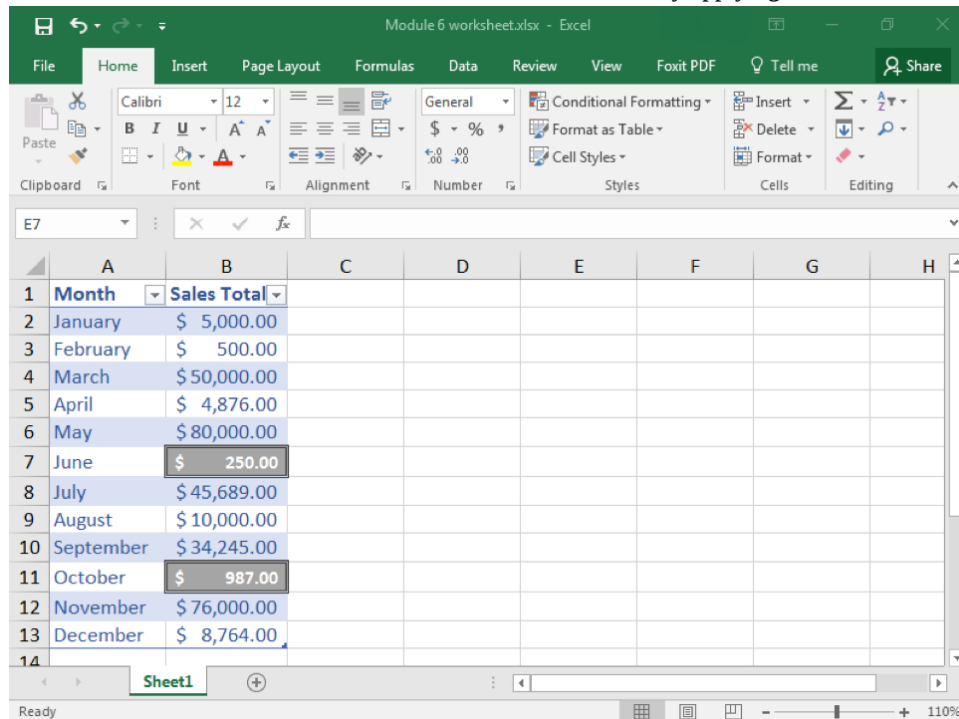
| Month | Sales Total |
|-----------|-------------|
| January | 5000 |
| February | \$500 |
| March | \$50,000 |
| April | 4876 |
| May | 80,000 |
| June | \$250 |
| July | 45689 |
| August | \$10,000 |
| September | 34,245 |
| October | \$987.00 |
| November | 76000 |
| December | 8,764 |

3. Change the cell format so that all the sales totals display as currency with a dollar sign and two decimal places.



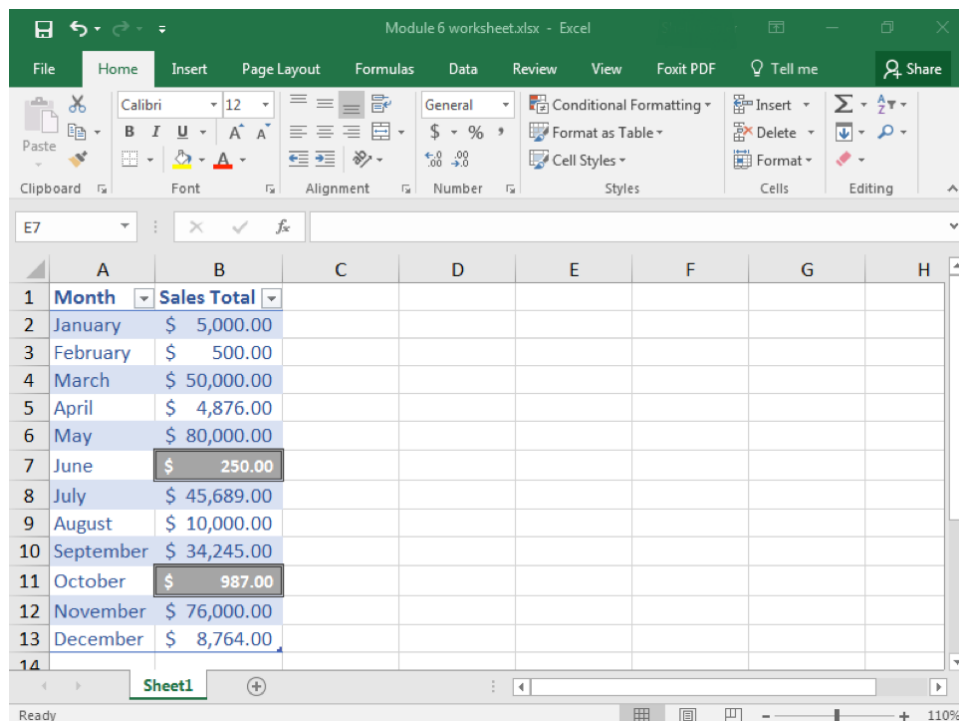
| Month | Sales Total |
|-----------|--------------|
| January | \$ 5,000.00 |
| February | \$ 500.00 |
| March | \$ 50,000.00 |
| April | \$ 4,876.00 |
| May | \$ 80,000.00 |
| June | \$ 250.00 |
| July | \$ 45,689.00 |
| August | \$ 10,000.00 |
| September | \$ 34,245.00 |
| October | \$ 987.00 |
| November | \$ 76,000.00 |
| December | \$ 8,764.00 |

4. Indicate that the data for June and October needs to be verified by applying a different cell style to those cells.



| Month | Sales Total | | | | | | |
|-----------|--------------|--|--|--|--|--|--|
| January | \$ 5,000.00 | | | | | | |
| February | \$ 500.00 | | | | | | |
| March | \$ 50,000.00 | | | | | | |
| April | \$ 4,876.00 | | | | | | |
| May | \$ 80,000.00 | | | | | | |
| June | \$ 250.00 | | | | | | |
| July | \$ 45,689.00 | | | | | | |
| August | \$ 10,000.00 | | | | | | |
| September | \$ 34,245.00 | | | | | | |
| October | \$ 987.00 | | | | | | |
| November | \$ 76,000.00 | | | | | | |
| December | \$ 8,764.00 | | | | | | |

5. AutoFit the column width.



| Month | Sales Total | | | | | | |
|-----------|--------------|--|--|--|--|--|--|
| January | \$ 5,000.00 | | | | | | |
| February | \$ 500.00 | | | | | | |
| March | \$ 50,000.00 | | | | | | |
| April | \$ 4,876.00 | | | | | | |
| May | \$ 80,000.00 | | | | | | |
| June | \$ 250.00 | | | | | | |
| July | \$ 45,689.00 | | | | | | |
| August | \$ 10,000.00 | | | | | | |
| September | \$ 34,245.00 | | | | | | |
| October | \$ 987.00 | | | | | | |
| November | \$ 76,000.00 | | | | | | |
| December | \$ 8,764.00 | | | | | | |

6. Save your work and submit the workbook in your course online.

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