

Business Technology I

Business Sales Data

Time to take a look at what has been selling these days. You will be creating ONE of the following projects: showing all items sold or showing items on sale next month. **No more than two individuals can create each spreadsheet/chart set.** EVERYONE must work together to gather ALL of the data.

Part I: Gather Data

- Get with business partners and gather the following information. Fill in the handout with the following information.
 - Items Sold Data:
 - At least 10 items/services available for sale
 - Cost for each item/service – what it costs you to create the item/use the service
 - Number of items sold for each item/service for one month from the year 2015
 - Markup Percentage
 - Sale Items Data:
 - At least 5 items/services you want to markdown for sale for next month
 - List price for each item/service
 - Discount amount for each item/service

#1 Items Sold

Part II: Create Spreadsheet

- Start a new document in Excel. Save as **lastname-BusItemsSold**
- Main title should be your company name
- Add a descriptive sub title (hint: be sure to include the month of sales)
- Include appropriate column headings

- Create a spreadsheet with the following information:
 - Item/Service
 - Cost
 - Percent Markup – appears only ONCE on the spreadsheet at the bottom
 - Selling Price – calculated – use appropriate absolute reference
 - Quantity Sold
 - Gross Earning - calculated
- Format all numbers as Currency
- Sort your file so the item making the most money is at the top
- Format the spreadsheet using your **Spreadsheet Formatting Guidelines**
- Wrap column headings where necessary
- Include appropriate borders. No borders around markup percentage
- Include your company logo, small and to the left of the main title
- Rename sheet tab as **Items Sold**
- Include an appropriate footer

Part III: Create a Bar Chart

Bar chart in a *separate* sheet (named **BAR**) show the Gross Earnings for the **Top 5** items sold.

- Add an appropriate title
- Add data labels
- Include appropriate axis titles
- Format chart using your **Chart Formatting Guidelines**

#2 Sale Items

Part II: Create Spreadsheet

- Start a new document in Excel. Save as **lastname-BusSaleItems**
- Main title should be your company name
- Add a descriptive sub title (hint: be sure to include the month of sales)
- Include appropriate column headings

- Create a spreadsheet with the following information:
 - Item/Service
 - List Price
 - Discount Amount
 - Selling Price - calculated
 - Percent Increase - calculated
- Format all numbers as Currency
- Sort your file so the item with the highest Selling Price is at the top
- Format the spreadsheet using your **Spreadsheet Formatting Guidelines**
- Wrap column headings where necessary
- Include appropriate borders
- Include your company logo, small and to the left of the main title
- Rename sheet tab as **Sale Items**
- Include an appropriate footer

Part III: Create a Column Chart

Column chart in a *separate* sheet (named **COLUMN**) show the comparison of List Price to Selling Price of **Top 5** selling priced items.

- Add an appropriate title
- Add data labels
- Include appropriate axis titles
- Format chart using your **Chart Formatting Guidelines**