

# Module Seven: Practice Exercises

Welcome to the Seventh lesson in the PRC's Excel Spreadsheets Course 1. This lesson contains five exercises which offer you an opportunity to practice the skills you learned in Modules 1 through 6.

## Exercises

Exercise I – Sunday Menu

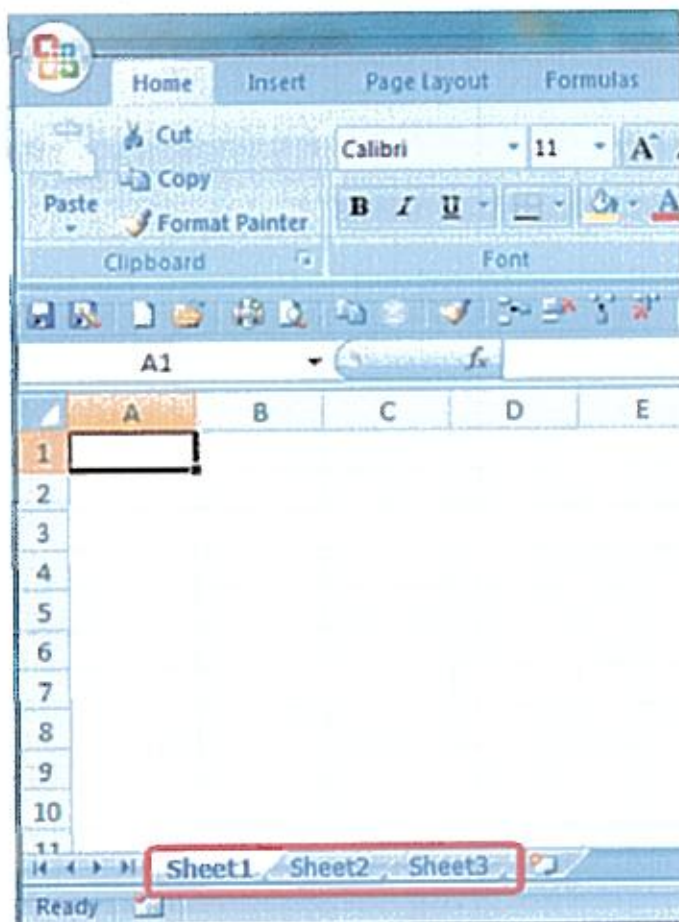
Exercise II – May's Cafe

Exercise III – Perfect Paperback Books

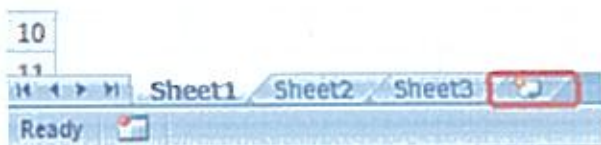
Exercise IV – Consumer Sports Equipment

Exercise V – Sales Forecast

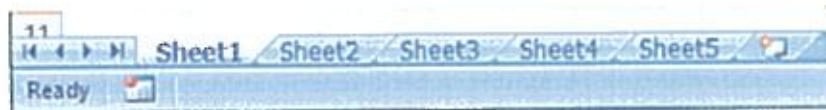
1. Open a new Excel Workbook. By default the workbook contains 3 worksheets titled Sheet1, Sheet2 and Sheet3. See the tabs at the bottom of the worksheets:



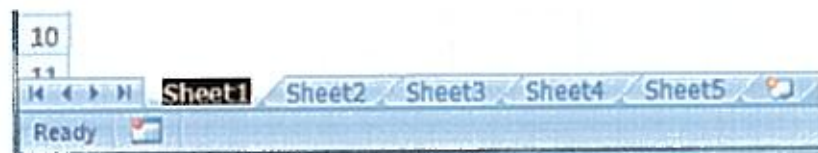
2. There is another “tab” after Sheet3.



This isn't really a separate tab but it is there to allow you to add additional worksheets to your workbook. Click on that “tab” twice and you will now have 5 worksheets in your workbook.



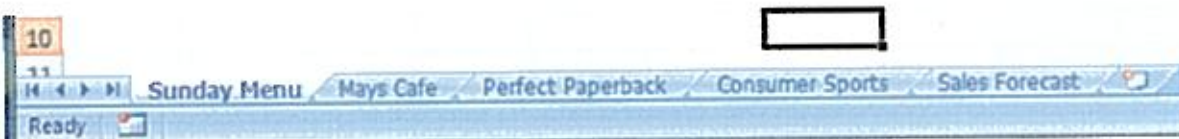
3. You can give each worksheet a distinct name. Double-click on the Sheet1 tab and it will open the tab for editing:



Type **Sunday Menu** on that tab. Repeat the process naming the worksheet as follows:

**Sunday Menu**  
**Mays Cafe**  
**Perfect Paperback**  
**Consumer Sports**  
**Sales Forecast**

4. Now you have a separate worksheet for each exercise in this module. Start on the Sunday Menu tab for lesson I and when you're finished, click on the next tab and begin working on the next exercise.



5. Before you begin click on the Office Button, then Save and save the file to the Documents folder or, if you have a thumb drive (flash drive, USB drive), insert it in the USB slot on the computer and save the file to that drive. Remember to save your work after each exercise and at the end of tonight's session. If you don't complete all 5 exercises you can finish them at home.

# I. Sunday Menu

- 1 Create a new worksheet and type in the following:

	A	B	C	D
1	Sunday Menu			
2				
3	<i>Tomato Soup</i>			
4	<i>Roast Beef/Almond Sauce</i>			
5	<i>Peaches/Caramel Sauce</i>			
6				
7	Item	Amount	Cost	Total
8	plum tomatoes	4	1.09	
9	onion	1	0.59	
10	peaches	4	0.38	
11	heavy cream	1	1.98	
12	almonds	1	2.49	
13	roast beef	1	14.5	
14	lettuce	1	1.49	
15	cucumber	1	0.99	
16	rolls	4	0.89	

- 2 Adjust the column widths, as required.
- 3 Add formulas to calculate the total amount of items to be purchased, as well as the cost for each item, and then the total cost for this menu.
- 4 Format the worksheet to look similar to the following:

<b>Sunday Menu</b>				
	<i>Tomato Soup</i>			
	<i>Roast Beef/Almond Sauce</i>			
	<i>Peaches/Caramel Sauce</i>			
	<b>Item</b>	<b>Amount</b>	<b>Cost</b>	<b>Total</b>
	plum tomatoes	4	\$1.09	\$4.36
	onion	1	\$0.59	\$0.59
	peaches	4	\$0.38	\$1.52
	heavy cream	1	\$1.98	\$1.98
	almonds	1	\$2.49	\$2.49
	roast beef	1	\$14.50	\$14.50
	lettuce	1	\$1.49	\$1.49
	cucumber	1	\$0.99	\$0.99
	rolls	4	\$0.89	\$3.56
	<b>Total</b>	<b>18</b>		<b>\$31.48</b>



# II. May's Cafe

- 1 Create a new worksheet with the following data:

	A	B	C	D	E	F	G
1	May's Cafe						
2	Income Statement for 200X						
3	(in thousands of dollars)						
4							
5		Jan	Feb				
6	Income						
7	Sales	525	475	595	627	654	602
8	Cost of Goods Sold	101	63	122	125	132	129
9	Gross Margin						
10							
11	Expenses						
12	Advertising	140	125	160	152	160	165
13	Administrative	65	47	53	68	57	60
14	Miscellaneous	23	18	10	13	8	10
15	Total Expenses						
16							
17	Net Income Before Tax						
18	Federal Taxes						
19	Net Income After Tax						

- 2 Using AutoFill, complete the months for each of the data columns.
- 3 Create the formulas to calculate the total revenue (Sales - Cost of Goods Sold), total expenses, net income before tax (Gross Margin - Total Expenses) for each month.
- 4 Enter 25% for the Federal Taxes amount and then create a formula to calculate the net income after tax for each month.
- 5 Format the worksheet as shown:

<b>May's Cafe</b>						
<b>Income Statement for 200X</b>						
<b>(in thousands of dollars)</b>						
	Jan	Feb	Mar	Apr	May	Jun
<b>Income</b>						
Sales	525	475	595	627	654	602
Cost of Goods Sold	101	63	122	125	132	129
<b>Gross Margin</b>	424	412	473	502	522	473
<b>Expenses</b>						
Advertising	140	125	160	152	160	165
Administrative	65	47	53	68	57	60
Miscellaneous	23	18	10	13	8	10
<b>Total Expenses</b>	228	190	223	233	225	235
<i>Net Income Before Tax</i>	196	222	250	269	297	238
Federal Taxes	49	55.5	62.5	67.25	74.25	69.5
<i>Net Income After Tax</i>	147	166.5	187.5	201.75	222.75	178.5

# III. Perfect Paperback

1 Create a new worksheet and type the following:

	A	B	C	D	E	F	G	H
1	Perfect Paperback Books							
2								
3		JAN	FEB	MAR	APR	MAY	JUN	TOTAL
4	<b>SALES</b>							
5	Best Sellers	2700	1980	3420	2960	2280	3150	
6	Classics	1390	975	1260	1390	2240	1660	
7	Comics	920	822	765	847	652	987	
8	Total Sales							
9								
10	<b>EXPENSES</b>							
11	Advertising	850	620	740	800	910	780	
12	Cost of Goods Sold	870	530	820	1210	1100	1025	
13	Salary	1200						
14	Lease	600						
15	Overhead	200						
16	Miscellaneous	125	87	65	54	63	70	
17	Total Expenses							
18								
19	<b>INCOME</b>							

- 2 Copy the value for the Salary, Lease, and Overhead items across to the month of June.
- 3 Create formulas to calculate the total for each item, Total Sales, Total Expenses, and Income.
- 4 Format the worksheet as shown:

Perfect Paperback Books							
	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
<b>SALES</b>							
Best Sellers	2700	1980	3420	2960	2280	3150	16490
Classics	1390	975	1260	1390	2240	1660	8915
Comics	920	822	765	847	652	987	4993
Total Sales	5010	3777	5445	5197	5172	5797	30398
<b>EXPENSES</b>							
Advertising	850	620	740	800	910	780	4700
Cost of Goods Sold	870	530	820	1210	1100	1025	5555
Salary	1200	1200	1200	1200	1200	1200	7200
Lease	600	600	600	600	600	600	3600
Overhead	200	200	200	200	200	200	1200
Miscellaneous	125	87	65	54	63	70	464
Total Expenses	3845	3237	3625	4064	4073	3875	22719
<b>INCOME</b>	1165	540	1820	1133	1099	1922	7679



# IV. Consumer Sports

- 1 Create a new worksheet and type the following:

	A	B	C	D	E	F
1	Consumer Sports Equipment Purchases					
2						
3		2003	2002	2001	2000	1999
4	Fitness	200000	240000	270000	300000	285000
5	Baseball	290000	320000	330000	350000	360000
6	Golf	150000	155000	170000	175000	220000
7	Camping	180000	220000	240000	241000	250000
8	Soccer	27000	29000	32000	35000	57000
9	Tennis	120000	105000	90000	75000	72000
10	Total					

- 2 Insert formulas to calculate the total revenue for each year, total revenue for each sport, and the average revenue for each sport. Add appropriate titles for the last two columns.
- 3 Format the data to look similar to the following:

	2003	2002	2001	2000	1999	Total	Average
Fitness	\$ 200,000.00	\$ 240,000.00	\$ 270,000.00	\$ 300,000.00	\$ 285,000.00	\$ 1,295,000.00	\$ 259,000.00
Baseball	290,000.00	320,000.00	33,000.00	350,000.00	360,000.00	1,353,000.00	270,600.00
Golf	150,000.00	155,000.00	170,000.00	175,000.00	220,000.00	870,000.00	174,000.00
Camping	180,000.00	220,000.00	240,000.00	241,000.00	250,000.00	1,131,000.00	226,200.00
Soccer	27,000.00	29,000.00	32,000.00	35,000.00	57,000.00	180,000.00	36,000.00
Tennis	120,000.00	105,000.00	90,000.00	75,000.00	72,000.00	462,000.00	92,400.00
Total	\$ 967,000.00	\$ 1,069,000.00	\$ 835,000.00	\$ 1,176,000.00	\$ 1,244,000.00	\$ 5,291,000.00	\$ 1,058,200.00

- 4 Adjust the columns so you can see the entire contents.
- 5 Apply an AutoFormat to the table of your preference.

Add the same shading option for the totals as set up for the column headings.

The completed worksheet should look similar to:

	2003	2002	2001	2000	1999
Fitness	200,000.00	240,000.00	270,000.00	300,000.00	285,000.00
Baseball	290,000.00	320,000.00	33,000.00	350,000.00	360,000.00
Golf	150,000.00	155,000.00	170,000.00	175,000.00	220,000.00
Camping	180,000.00	220,000.00	240,000.00	241,000.00	250,000.00
Soccer	27,000.00	29,000.00	32,000.00	35,000.00	57,000.00
Tennis	120,000.00	105,000.00	90,000.00	75,000.00	72,000.00
Total	967000	1069000	835000	1176000	1244000

# V.

# Sales Forecast

1 Create a new worksheet and type the following:

	A	B	C	D	E	F	G	H
1	Sales Forecast							
2								
3		Jan	Feb	Mar	Apr	May	Jun	Total
4								
5	Sales	2500						
6	Cost							
7	Gross Profit							
8	Expenses							
9	Income							
10								
11	Growth Factor	0.02						
12	Cost Factor	0.6						
13	Expense Factor	0.25						

2 Set up the following formulas to calculate what the Sales, Cost and Expenses will be in the upcoming months:

Sales                      January Sales \* (1+Growth Factor)      =B5\*(1+\$B\$11)  
 Cost                        January Sales \* Cost Factor                =B5\*\$B\$12  
 Expenses                 January Sales \* Expense Factor         =B5\*\$B\$13

3 Add a formula to calculate the Gross Profit and Income.

Gross Profit              Sales - Cost  
 Income                    Gross Profit - Expenses

4 Copy the formulas across to the next five months, and then calculate the total for each item.

	A	B	C	D	E	F	G	H
1	Sales Forecast							
2								
3		Jan	Feb	Mar	Apr	May	Jun	Total
4								
5	Sales	2500	2550	2601	2653.02	2706.0804	2760.20201	
6	Cost	1500	1530	1560.6	1591.812	1623.64824	1656.1212	
7	Gross Profit	1000	1020	1040.4	1061.208	1082.43216	1104.0808	
8	Expenses	625	637.5	650.25	663.255	676.5201	690.050502	
9	Income	375	382.5	390.15	397.953	405.91206	414.030301	
10								
11	Growth Factor	0.02						
12	Cost Factor	0.6						
13	Expense Factor	0.25						

5 Format the worksheet as noted in the following:

Sales Forecast							
	Jan	Feb	Mar	Apr	May	Jun	Total
Sales	2,500.00	2,550.00	2,601.00	2,653.02	2,706.08	2,760.20	15,770.30
Cost	1,500.00	1,530.00	1,560.60	1,591.81	1,623.65	1,656.12	9,462.18
Gross Profit	1,000.00	1,020.00	1,040.40	1,061.21	1,082.43	1,104.08	6,308.12
Expenses	625.00	637.50	650.25	663.26	676.52	690.05	3,942.58
Income	375.00	382.50	390.15	397.95	405.91	414.03	2,365.55
Growth Factor		2%					
Cost Factor		60%					
Expense Factor		25%					