

Excel Specialist
Project #: E-11

Customer Name: Squeaky Clean

Assigned to: You, the MS Excel Specialist

Project Title: Sales Projection

Date: (current date, 20xx)

Note: Prior to beginning this project, review the Company Overview provided on page 15.

Project Description

Squeaky Clean increased their sales by 15 percent this past year as a result of an aggressive marketing campaign. It was so successful that they plan to run it again in January. They are even considering franchising Squeaky Clean, now that they have proven the business is profitable. Management wants a sales projection for the coming year that they can show to potential franchisors.

Your Job

As the Microsoft Excel Specialist, you will use the year-end sales figures and percentage of projected growth to calculate a sales projection for Squeaky Clean.

Tips and Strategies

1. Read all of the instructions before proceeding with the project.
2. When numbers in a column include decimal points, it is easier to read the numbers if the decimal points are aligned.

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 =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 =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.