

BLUE JAY SOUVENIR SHOP

Create a spreadsheet for the Blue Jay Souvenir Shop. The title of the spreadsheet will be **BLUE JAY SOUVENIR SHOP**. Your columns headings will be:
Item / Amount / Price / Total Sales

The data for the columns is as follows:

Pennants	1500	\$1.95
Baseballs	2000	\$5.50
Jerseys	2300	\$15.00
Pen Sets	2300	\$10.45
Mugs	3300	\$8.50
Posters	10000	\$2.95
Souvenir Programs	8000	\$5.50

1. Enter the above data in your spreadsheet.
2. Calculate the total sales. (use a formula)
3. Format the “Amount Sold” column to **commas**.
4. Format the “Price” and “Total Sales” columns to **currency** with 2 decimals.
5. Bold the column headings and shade the column heading row.
6. Centre and merge the spreadsheet title. Increase the font size to 18.
7. Put a border around your spreadsheet.
8. Create a chart from the information in the Total Sales column and the Item column. Remember to hold down the CTRL key when selecting the second column of data. Create a column chart. (the one in the top left corner)
9. The title of the chart will be **Blue Jay Souvenir Shop Total Sales**.
10. Insert **“Item”** as the x-axis title
11. Insert **“Total Sales”** as the y-axis title.
12. Position the chart under the spreadsheet. Centre both horizontally on the page.