

STEP 2

Task: Use excel to create a sample Company budget using the information below. You'll create one spreadsheet with **three** different sheet tabs.

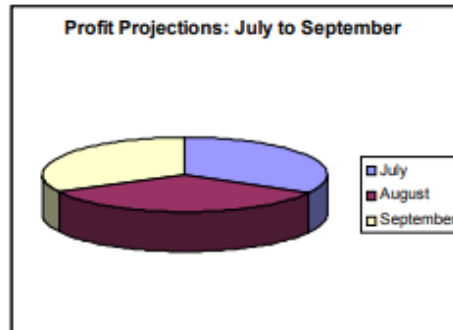
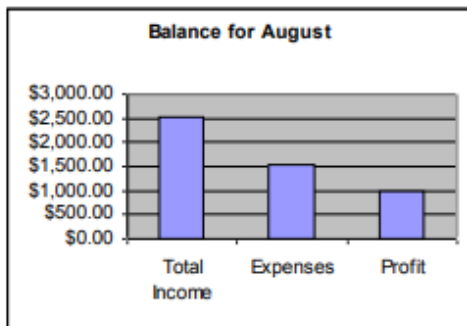
Sheet 1

Balance Sheet: Company Profits for the first 3 months.

Input the following income, expense and profit values below in your excel worksheet.

1. Calculate the total, average and maximum value for each row entry.
2. Calculate Profit by subtracting your Expenses from the Income.
3. Complete a column chart that displays the income, expenses and profit for the month of August. Include data labels showing the amounts.
4. Complete a pie chart displaying the profits for all three months. Include data labels showing the percentage.

BUSINESS NAME						
	July	August	September	Total	Average	Maximum
Income						
Sales	2,397.35	2,397.35	2,397.35	7,192.05	2,397.35	2,397.35
Investment Capital	100.00	120.00	104.00	?	?	?
Total Income	\$2,497.35	?	?	?	?	?
Expenses						
Car Payment	350.00	350.00	350.00	?	?	?
Food	200.00	200.00	200.00	?	?	?
Phone	60.00	60.00	75.00	?	?	?
Rent	800.00	800.00	800.00	?	?	?
Utilities	110.00	110.00	110.00	?	?	?
Total Expenses	\$1,520.00	?	?	?	?	?
Profit	\$977.35	?	?	?	?	?



Sheet 2

Office Supplies for 2019

1. Place a header - Your name and date, and logo of the spreadsheet.
2. Sheet name: Office Supplies 2017
3. Create a spreadsheet and chart from the following data below. You will need the following column labels; Description, Quantity, Cost per Item Total Cost, Order Subtotal, HST (13%) Net Total.
4. Using the correct formulas calculate totals.
5. Once completed create pie chart for your data. Have items shown in pie chart.
6. MAKE SURE THAT IF FITS ON ONE SHEET.

Use the follow as your data:

Item description with quantity ordered

Note Pad 350, price per 2.25;
Highlighter Pen 320, price per 3.40;
Ball Point Pen Blue, 1002 price per 1.50
Ball Point Pen Red 400 price per 1.50,
Manila Folders 100 price per 3.10,
A4 Refill Pad, 90 price per 6.25,
Writing Pad, 86 price per 4.85,
Pencil Sharpeners 110, price per 0.99,
Pencils 633 price per 0.95,
Colour Pencils 90 price per 3.00,
Felt Pens 90 price per 1.99,
Staples (pkt) 75 price per 4.99,
Stapler 40 price per 11.95,
Hole Punch 50 price per 14.95,
Ring Binder 40 price per 8.95.

Sheet 3

1. Create the following spreadsheet 'Payroll' below. Add new column Net Pay and calculate net pay. At bottom calculate Average, MAX, MIN (do not use these three items for graph).

PAYROLL FOR THE WEEK ENDING JUNE 30

ID NUMBER	EMPLOYEE NAME	HOURLY RATE	HOURS WORKED
110	FORD	\$ 7.89	37.00
111	MINO	\$ 8.00	50.00
112	BELL	\$ 7.50	34.50
113	AARON	\$ 9.00	47.50
114	DAVIS	\$ 11.00	36.00
115	TURRO	\$ 10.50	45.00

2. Use the data on the payroll spreadsheet to create a column graph that shows the net pay for all employees. (Include employee names).
3. Insert the column chart onto your spreadsheet under your data.