

Client Brief – Make sure you discuss this brief with your customer before you start

- 1 Create a spreadsheet for your customer, showing profit for each month of 1998 (see data below)

Please make sure you include the following

- Spreadsheet Title and include column headings
- Headers and Footers as per your previous work given
- Monthly figures should be entered as below
- Dates should be entered as below
- Formatting of your choice which enhances the appearance of the spreadsheet

31/01/98 2,464.67
 28/02/98 4,345.40
 31/03/98 5,109.76
 30/04/98 3,970.50
 31/05/98 4,257.30
 30/06/98 4,950.45
 31/07/98 5,109.67
 31/08/98 5,056.23
 30/09/98 4,389.30
 31/10/98 3,978.45
 30/11/98 3,245.89
 31/12/98 2,900.45

Check, Save and Print your work

- 2 Your customer wants you to make some changes

- Format the date cells so they all display like this 04-Mar-98
- Format the Profit data as Integer

Check, Save and Print your work

- 3 Your customer needs some additional figures for the director's meeting.

Create 3 new column headings, Total Profit 1998, Average Monthly Profit and Average Weekly Profit. Make sure there is consistency in your formatting. In the row below perform calculations which will produce these figures. Make sure that all figures are displayed as Integers

Check, Save and Print two copies of your spreadsheet, one showing values and one showing formulas.

4. Your customer needs a chart which will clearly show the rise and fall of the monthly profit over the whole year. Make your recommendations of which chart to use, and agree it with her. Produce the chart with a Title, Labels for x and y axis (Profit and Months)

Check, Save and Print on Landscape on a separate sheet

You should have 5 prints in total as evidence, 3 spreadsheets, 1 formulas and 1 chart