

VETERANS UPWARD BOUND

~Educating America's Best~

Objectives-Working with Multiple Worksheets and Workbooks

Students will have mastered the material in this project when they can:

- Add a worksheet to a workbook
- Add data to multiple worksheets at the same time
- Create formulas that use 3-D cell references
- Add a rotated pie chart with an exploded wedge
- Add a header or footer

Overview

Consolidating worksheets in a workbook allows for an efficient use of spreadsheet software. By storing data from various departments, regions, periods of time, etc., detail can be maintained. However, consolidating this detail into a summary worksheet will allow management to see the whole picture. This consolidated information will then be displayed as a pie chart.

Background: You are working for a phone retailer at a very large outlet mall. You have been asked to consolidate the monthly sales data from the four kiosks located in different sectors of the mall into one monthly sales analysis sheet.

Basic Solution:

1. Open the Phones file on Moodle.
2. Review the Sector 1, Sector 2, Sector 3, and Sector 4 worksheets (See figures below). Add another sheet and rename it Monthly Sales Analysis sheet.
3. Make a copy of the Sector 4 worksheet and paste that information into the Monthly Sales Analysis sheet. Delete all of the data in Phone Cost, Phones Sold, and the Sales Totals. Delete the Phone Cost column and add another column for Sales Averages. Change the heading to Monthly Sales Analysis (See figures below).
4. Determine the Phones Sold on the Monthly Sales Analysis sheet using 3-D references to sum the Phones Sold on the four sector sheets in cell B5. You will need to reformat the cells to a General format (or you can use the Format Painter from the Sector 4 sheet).
5. Determine the Sales Totals on the Monthly Sales Analysis sheet using 3-D references to sum the Sales Totals on the four sector sheets in cell C5.
6. Determine the Sales Averages on the Monthly Sales Analysis sheet using 3-D references to average the Sales Totals on the four sector sheets in cell D5.
7. Copy the range C5:D5 to the range C6:D9, pasting only the formulas.
8. Change the worksheet header with your name, course number, and date.

	A	B	C	D
1				
2				
3	Sector 1 Monthly Sales			
4	Model	Phone Cost	Phones Sold	Sales Totals
5	Samsung	450.60	45	20,277.00
6	Motorola	350.00	23	8,050.00
7	LG	319.40	40	12,776.00
8	Blackberry	325.80	16	5,212.80
9	HTC	401.75	35	14,061.25
10	Total		159	60,377.05
11				
12				

	A	B	C	D
1				
2				
3	Sector 2 Monthly Sales			
4	Model	Phone Cost	Phones Sold	Sales Totals
5	Samsung	450.60	20	9,012.00
6	Motorola	350.00	37	12,950.00
7	LG	319.40	21	6,707.40
8	Blackberry	325.80	21	6,841.80
9	HTC	401.75	10	4,017.50
10	Total		109	39,528.70
11				
12				

	A	B	C	D
1				
2				
3	Sector 3 Monthly Sales			
4	Model	Phone Cost	Phones Sold	Sales Totals
5	Samsung	450.60	26	11,715.60
6	Motorola	350.00	32	11,200.00
7	LG	319.40	41	13,095.40
8	Blackberry	325.80	9	2,932.20
9	HTC	401.75	45	18,078.75
10	Total		153	57,021.95
11				
12				

	A	B	C	D
1				
2				
3	Sector 4 Monthly Sales			
4	Model	Phone Cost	Phones Sold	Sales Totals
5	Samsung	450.60	45	20,277.00
6	Motorola	350.00	16	5,600.00
7	LG	319.40	29	9,262.60
8	Blackberry	325.80	30	9,774.00
9	HTC	401.75	19	7,633.25
10	Total		139	52,546.85
11				
12				

	A	B	C	D	E
1					
2					
3	Monthly Sales Analysis				
4	Model	Phones Sold	Sales Totals	Sales Averages	
5	Samsung	136	61,281.60	15,320.40	
6	Motorola	108	37,800.00	9,450.00	
7	LG	131	41,841.40	10,460.35	
8	Blackberry	76	24,760.80	6,190.20	
9	HTC	109	43,790.75	10,947.69	
10	Total	560	209,474.55	52,368.64	
11					
12					

Solution Part 2:

1. Select the ranges A4:A9 and C4:C9 to identify the models and sales totals for the pie chart.
2. Insert a 3-D pie chart.
3. Move the chart to a separate sheet.
4. Rotate the chart using 3-D rotation so the slice for the Blackberry is in the front (use the X Rotation to 270 degrees)
5. Move the legend to the right side of the pie and enlarge the font size.
6. "Explode" the slice for the Blackberry so it is emphasized.

Sales Totals

