Unit 2: Sheets

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Project 2.1
Employee Contact Information

Project Description

There will be a new **Adrenaline Sports** store opening soon and many employees will be working at both stores. To keep communication open during this transition, employees will be expected to use their cell phones. An organized list of cell phone numbers is needed so that it can be posted at both store locations for employees to use.

Your Job

As the Google Sheets Specialist, you will create and format an **employee contact information spreadsheet** that contains the job title and current cell phone numbers of all the employees at Adrenaline Sports.

Skills: Create a new spreadsheet • Rename a spreadsheet • Resize column width • Enter data into a spreadsheet
Format text • Change fill color • Set print area • Print preview • Print a spreadsheet • Share a spreadsheet
Assign permissions

Instructions

1. Open the Adrenaline Sports folder and create a new Google Sheets spreadsheet.

2. Unless otherwise instructed, rename the spreadsheet Project 2.1 Employee Contact Information.

3. Resize the width of columns A – D to 150.

4. Key the data into the spreadsheet as shown in Figure 2.1.

5. Format the text in cells A1 and A2 as font size 14 point and bold.

6. Format the text in row 4 as bold.

7. Change the fill color in cells D4 – D24 to light yellow 2.

8. Carefully proofread your work for accuracy and format.

9. Set the print settings to include all cells containing data in the spreadsheet, and change the layout to landscape.

10. Print preview the spreadsheet.

11. Print the spreadsheet if required; otherwise, return to the spreadsheet.

12. Share the spreadsheet with your instructor and assign the "Can comment" permission.

Figure 2.1

	A	B	C	D
1	Adrenaline Sports			
2	Employee Contact Information			
3				
4	LAST	FIRST	JOB TITLE	PHONE
5	Driven	Max	Store Owner	405-555-4111
6	Maroney	Brenda	Cashier	405-555-1124
7	Horstmann	Orlando	Receiving Manager	405-555-3323
8	Buchner	Kendra	Store Manager	405-555-7311
9	Daley	Mitchell	Customer Service	405-555-7489
10	Gibbons	Bryce	Sales Associate	405-555-6861
11	Ventin	Shayna	Sales Associate	405-555-1983
12	Morse	Suzanne	Cashier	405-555-6799
13	Braden	Freddy	Accountant	405-555-8744
14	Grell	Mark	Store Manager	405-555-3100
15	Dorsey	Melissa	Cashier	405-555-7884
16	Eisert	Heather	Cashier	405-555-1221
17	Powers	Lu	Website Developer	405-555-2914
18	Garrison	Steph	Receiving Clerk	405-555-2116
19	Mason	Brady	Maintenance	405-555-1078
20	Cooper	Eryn	Receiving Clerk	405-555-7580
21	Orsini	David	Cashier	405-555-6001
22	Samson	Nora	Cashier	405-555-1090
23	Markham	George	Store Manager	405-555-8511
24	Thomlinson	Beth	Customer Service	405-555-4477

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Project 2.2
Quarterly Donor Data

Project Description

B4 U Click receives monetary donations on a quarterly schedule. The money is used for employee salaries, marketing, website maintenance, and transportation costs for presenters who travel across the country. For income reporting purposes, this information must be submitted as a spreadsheet to the state treasury office.

Your Job

As the Google Sheets Specialist, you will create and format a **quarterly donor data spreadsheet** that includes a list of the organizations that donate money to B4 U Click. You will use formulas to calculate quarterly and annual totals, which will be submitted for the annual audit by the state treasury office.

Skills: Merge cells • Insert an image • Format text • Align text • Format as currency • Decrease decimal places Use the SUM function • Use Autofill • Add fill color • Add a cell border

Instructions

1. Open the B4 U Click folder and create a new Google Sheets spreadsheet.

2. Unless otherwise instructed, rename the spreadsheet Project 2.2 Quarterly Donor Data.

3. Resize the width of column A to 195.

4. Merge cells A1 – A5.

5. In the newly merged cells, insert the B4 U Click logo from the Logos folder. Resize the image to fit in cells A1 – A5 as shown in Figure 2.2.

6. Key the data into the spreadsheet as shown in Figure 2.2.

7. Format the text in cells A6 – G11 as bold.

8. Change the fill color in cells A11 – G11 to light gray 2.

9. Center align column B.

10. Right align columns C – G and format them as Currency displaying 0 decimal places.

11. In cell G12, key a formula or use the SUM function to calculate the annual total for Alliance Technology.

    Hint: In cell G12, key =SUM(C12:F12).

12. Use Autofill to calculate the annual totals in cells G13 – G21.

13. In cell C23, key a formula or use the SUM function to calculate the total donations for quarter 1.

    Hint: In cell C23, key =SUM(C12:C21).

14. Use Autofill to calculate the quarterly totals in cells D23 – F23 and the annual total in cell G23.

15. In cells A23 – G23, format the text as bold and change the fill color to light gray 2.

16. Add a cell border to cell G23.

17. Display formulas in your spreadsheet by using CTRL + ` to check for accuracy.

18. Carefully proofread your work for accuracy and format.

19. Set the print settings to the current sheet, then print preview the spreadsheet.

20. Share or print your spreadsheet if required by your instructor.

Figure 2.2

	A	B	C	D	E	F	G
1							
2							
3							
4							
5							
6	B4 U Click						
7	4411 Online Ave						
8	Webtown, CA 92702						
9	Tax ID: 488542						
10							
11	Donor	Tax ID	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Annual Total
12	Alliance Technology	484739	8000	8000	8000	8000	
13	Maverick Enterprises	473254	7000	0	7000	0	
14	Bellpark Foundation	738201	0	0	15000	10000	
15	The Jones Group	823547	9500	9500	9500	9500	
16	University of Oregon	431159	0	10000	0	10000	
17	University of Washington	759644	0	11000	0	11000	
18	Silicon Valley Network	786955	10000	0	10000	0	
19	Portland Technology	787456	8000	0	8000	0	
20	Western Media Company	125542	0	0	9000	9000	
21	Microfuse Technologies	369745	0	0	15000	0	
22							
23	Total						

Project 2.3
Menu Items Annual Sales

Project Description

After reviewing the annual sales report, it is important for **Healthy Hut** to identify which menu category produces the highest and lowest sales. Using this sales data helps Healthy Hut create a menu that is pleasing to its customers and profitable for the business. In order to effectively analyze the data, a pie chart must be created.

Your Job

As the Google Sheets Specialist, you will create and format a **menu items annual sales spreadsheet** that includes a list of menu categories, their quarterly and annual sales, and a **pie chart** for visual illustration.

Skills: Format text • Align text • Format as currency • Decrease decimal places • Use the SUM function • Use the MIN and MAX functions • Use Autofill • Create and customize a pie chart

Instructions

1. Open the Healthy Hut folder and create a new Google Sheets spreadsheet.

2. Unless otherwise instructed, rename the spreadsheet Project 2.3 Menu Sales by Category.

3. Key the data into the spreadsheet as shown in Figure 2.3.

4. Format row 1 as bold.

5. Format the text in cells A9, A11, and A12 as bold.

6. In cell F2, key a formula or use the SUM function to calculate the annual sales for sandwiches.

   Hint: In cell F2, key =SUM(B2:E2).

7. Use Autofill to calculate the annual sales in cells F3 – F7.

8. In cell B9, key the formula or use the SUM function to calculate the total sales for quarter 1.

Hint: In cell B9, key =SUM(B2:B7).

9. Use Autofill to calculate the totals in cells C9 – F9.

10. In cell B11, key a formula or use the MAX function tool to calculate the highest sales for quarter 1.

Hint: In cell B11, key =MAX(B2:B7).

11. Use Autofill to calculate the highest sales in cells C11 – F11.

12. In cell B12, key a formula or use the MIN function tool to calculate the lowest sales for quarter 1.

Hint: In cell B12, key =MIN(B2:B7).

13. Use Autofill to calculate the lowest sales in cells C12 – F12.

14. Right align columns B – F and format them as Currency displaying 0 decimal places.

15. Using the data in cells A2 – A7 and F2 – F7, create a pie chart.

Hint: To select non-adjacent cells, select cells A2 – A7, then hold down <CTRL> and select cells F2 – F7. Both cell ranges should be selected.

Hint: Use the Explore feature to select from pre-made charts and an analysis of the spreadsheet data.

16. Customize the pie chart as follows:

    a. Change the chart title to "Healthy Hut Annual Sales."

    b. Display the legend to the left of the pie chart.

    c. Change the chart background color to gray.

17. Insert and resize the pie chart to fit in cells A14 through G33.

18. Display formulas in your spreadsheet by using CTRL + ` to check for accuracy.

19. Carefully proofread your work for accuracy and format.

20. Set the print settings to include the data and pie chart on one page, then print preview the spreadsheet.

21. Share or print your spreadsheet if required by your instructor.

Figure 2.3

	A	B	C	D	E	F
1	Menu Category	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Annual Sales
2	Sandwiches	21445	20956	20011	20198	
3	Salads	20554	22317	24501	19455	
4	Soups	10322	8100	7956	10989	
5	Smoothies	8433	11231	12453	10665	
6	Desserts	7500	8214	7954	6941	
7	Beverages	5633	6127	5812	7099	
8						
9	Total					
10						
11	Highest Sales					
12	Lowest Sales					

Project 2.4
New Product Sales

Project Description

In September, **Adrenaline Sports** began selling a new brand of energy bars called Full Power. To determine the success of the new product, the Store Manager would like to know which flavors were the most popular with customers. This report will help determine the selection of flavors that will continue to be sold.

Your Job

As the Google Sheets Specialist, you will create and format a **new product sales spreadsheet** that sorts the sales of each flavor of energy bars from highest to lowest. The spreadsheet will also calculate the total number of new items in the energy bar line.

Skills: Format text • Align text • Sort data • Use the Count function • Freeze rows

Instructions

1. Open the Adrenaline Sports folder and create a new Google Sheets spreadsheet.

2. Unless otherwise instructed, rename the spreadsheet Project 2.4 New Product Sales.

3. Key the data into the spreadsheet as shown in Figure 2.4.

4. Format the text in cells A1 and A2 as font size 14 point and bold.

5. Format the text in cells A4 and B4 as bold.

6. Center align column B.

7. Freeze rows 1 – 4.

8. Sort the range of data in cells A5 – B17 by the quantity sold in descending order (Z – A).

9. In cell A19, key the text "Flavor Count."

10. In cell B19, key a formula or use the COUNT function to calculate the number of flavors that were available for sale in June.

   Hint: *In cell B19, key =COUNT(B5:B17).*

11. Format the text in cells A19 and B19 as bold.

12. Carefully proofread your work for accuracy and format.

13. Set the print settings to the current sheet and change the layout to portrait.

14. Print preview the spreadsheet.

15. Share or print your spreadsheet if required by your instructor.

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Figure 2.4

	A	B	C
1	Full Power Energy Bar Monthly Sales - June		
2	Adrenaline Sports		
3			
4	Product Name	Quantity Sold	
5	Apricot	10	
6	Banana Nut	14	
7	Blueberry	14	
8	Blueberry Crisp	11	
9	Chocolate Chip	18	
10	Chocolate Mint	15	
11	Coconut	10	
12	Oatmeal Raisin	15	
13	Organic Apple	13	
14	Peach & Oats	16	
15	Peanut Butter	21	
16	Protein Crunch	12	
17	Strawberry	9	

Project 2.5
Monthly Blog Traffic

Project Description

B4 U Click posts monthly blog articles to help educate readers about online safety. The monthly blog traffic data has been collected by the website's administrator to determine the number of visitors who read the blog each month. B4 U Click also uses email subscription data to determine how many potential blog viewers they have. To make the data easy to analyze, B4 U Click would like the data organized in a spreadsheet and illustrated in a line chart.

Your Job

As the Google Sheets Specialist, you will create and format a **monthly blog traffic spreadsheet** that organizes the blog traffic and email subscription data. In addition, you will create a **line chart** to visually illustrate the data changes over the course of a year.

Skills: Format text • Align text • Use Autofill • Create and customize a line chart • Use the MIN and MAX functions Use the AVERAGE function • Decrease decimal places • Add a new sheet • Rename a sheet

Instructions

1. Open the B4 U Click folder and create a new Google Sheets spreadsheet.

2. Unless otherwise instructed, rename the spreadsheet Project 2.5 Monthly Blog Traffic.

3. Key the data into the spreadsheet as shown in Figure 2.5.

   Hint: *Resize the columns so that all data fits appropriately, and use Autofill to complete the list of months in column A.*

4. Format the text in cell A1 as font size 14 point and bold.

5. Format the text in cells A3 – C3 as bold.

6. Center align columns B and C.

7. Using the data in cells A3 – C15, create a line chart.

Hint: Use the Explore feature to select from pre-made charts and an analysis of the spreadsheet data.

8. Customize the line chart as follows:

   a. Change the chart title to "Monthly Blog Traffic."

   b. In the legend, change the font size to 11 point.

   c. Change the chart background color to light gray 3.

   d. Remove the horizontal axis title.

   e. For all lines of data, change the line thickness to 4px and the point size to 7px.

   f. For all lines of data, change the point shape to circle.

9. Insert the line chart onto the spreadsheet and then move it to its own sheet.

10. Rename the new sheet "Chart."

11. Return to the spreadsheet.

12. In cell B18, key a formula or use the MAX function to calculate the maximum number of visitors.

Hint: In cell B18, key =MAX(B4:B15).

13. In cell B19, key a formula or use the MIN function tool to calculate the minimum number of visitors.

Hint: In cell B19, key =MIN(B4:B15).

14. In cell B20, key a formula or use the AVERAGE function to calculate the average number of visitors.

Hint: In cell B20, key =AVERAGE(B4:B15).

15. Format cell B20 to display 0 decimal places.

16. Carefully proofread your work for accuracy and format.

17. Set the print settings to print all sheets, then print preview the spreadsheet and the line chart.

18. Share or print your spreadsheet and line chart if required by your instructor.

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Figure 2.5

	A	B	C
1	B4 U Click Monthly Blog Traffic		
2			
3	Month	Visitors	Email Subscribers
4	January	250	412
5	February	211	450
6	March	311	499
7	April	395	561
8	May	399	594
9	June	350	610
10	July	379	595
11	August	499	625
12	September	560	694
13	October	638	746
14	November	698	775
15	December	741	825
16			
17			
18	Highest Number of Visitors		
19	Lowest Number of Visitors		
20	Average Number of Visitors		

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Project 2.6
Annual Sales Forecast

Project Description

After adding new items to each of their menu categories, **Healthy Hut** experienced a 15% increase in sales. They plan to offer even more new menu items this upcoming tourist season and expect the sales growth to be similar. The owners, Morgan and Melinda Bamboo, would like to see the sales projection for the upcoming tourist season to help them plan for future growth.

Your Job

As the Google Sheets Specialist, you will create an **annual sales forecast spreadsheet** that uses annual sales data and percentage of potential growth to calculate a sales projection for Healthy Hut.

Skills: Format text • Align text • Merge cells • Resize column width • Format as a number • Format as a percentage • Decrease decimal places • Use the SUM function • Use Autofill • Use absolute cell reference Use cell borders

Instructions

1. Open the Healthy Hut folder and create a new Google Sheets spreadsheet.

2. Unless otherwise instructed, rename the spreadsheet Project 2.6 Annual Sales Forecast.

3. Key the data into the spreadsheet as shown in Figure 2.6.

4. Merge cells A1 – E1 and format the text in the newly merged cell as font size 14 point, bold, and center aligned.

5. Merge cells A2 – E2 and format the text in the newly merged cell as font size 14 point, bold, and center aligned.

6. Resize the width of columns A – E to 125.

7. Right align columns B – E.

8. Format rows 4 and 5 as bold.

9. Format column B as a number displaying 0 decimal places.

10. In cell B13, key a formula or use the SUM function to calculate the total sales this year.

Hint: In cell B13, key =SUM(B6:B11).

11. In cell C6, key a formula to calculate the projected 15% growth.

*Hint: In cell C6, key =15%*B6.*

12. Use Autofill to copy the formula down column C to C11.

13. In cell D6, key a formula to calculate the sales next year.

Hint: In cell D6, key =B6+C6.

14. Use Autofill to copy the formula down column D to D11.

15. Format columns C and D as a number displaying 0 decimal places.

16. In cell E6, use absolute cell reference to key a formula to calculate the % of sales.

Hint: In cell E6, key =B6/B13.

17. Use Autofill to copy the formula down column E to E11.

18. Format column E as a percentage displaying 2 decimal places.

19. Use Autofill to copy the formula from cell B13 across row 13 to E13.

Hint: You will have to reformat cell E13 as a percentage displaying 2 decimal places.

20. Add cell borders to cells A4 – E13.

21. Display formulas in your spreadsheet by using CTRL + ` to check for accuracy.

22. Carefully proofread your work for accuracy and format.

23. Set the print settings to the current sheet, change the layout to portrait, and remove gridlines.

24. Print preview the spreadsheet.

25. Share or print your spreadsheet if required by your instructor.

Figure 2.6

	A	B	C	D	E
1	Healthy Hut				
2	Annual Sales				
3					
4		SALES	PROJECTED	SALES	% OF
5	MENU CATEGORY	THIS YEAR	15% GROWTH	NEXT YEAR	SALES
6	Sandwiches	21445			
7	Salads	20554			
8	Soups	10322			
9	Smoothies	8433			
10	Desserts	7500			
11	Beverages	5633			
12					
13	TOTALS				

Project 2.7
Grand Opening Budget

Project Description

Adrenaline Sports is opening a new store in a larger city 20 miles away. To promote the new store, they will be having a Grand Opening Celebration. Before organizing this event, a budget is needed in order to plan for the upcoming expenses.

Your Job

As the Google Sheets Specialist, you will create a **grand opening budget spreadsheet** to calculate the expenses related to decorations, refreshments, advertising, extra staff, a VIP appearance, and promotional prizes.

Skills: Format text • Align text • Format as currency • Use formulas • Use the SUM function

Instructions

1. Open the Adrenaline Sports folder and create a new Google Sheets spreadsheet.

2. Unless otherwise instructed, rename the spreadsheet Project 2.7 Grand Opening Budget.

3. Key the data into the spreadsheet as shown in Figure 2.7.

   Hint: *Resize the columns so that all data fits appropriately.*

4. Format the text in cells A1 and A2 as font size 14 point and bold.

5. Format the text in rows 4, 6, 9, 11, 17, 19, 26, 28, 33, 35, 39, 41, 46, and 48 as bold.

6. Center align column B.

7. Right align columns C and D and format them as Currency displaying 2 decimal places.

8. In cell D7, key a formula to calculate the total cost for the party decor kits.

*Hint: In cell D7, key =B7*C7.*

9. Copy the formula in cell D7 and paste it in cells D8, D12 – D16, D20 – D25, D29 – D32, D36 – D38, and D42 – D45.

10. In cell D9, key a formula or use the SUM function to calculate the total cost of decorations.

Hint: In cell D9 key, =SUM(D7:D8).

11. Calculate the totals for the remaining expense categories as follows:

a. In cell D17, key =SUM(D12:D16).

b. In cell D26, key =SUM(D20:D25).

c. In cell D33, key =SUM(D29:D32).

d. In cell D39, key =SUM (D36:D38).

e. In cell D46, key =SUM (D42:D45).

12. In cell D48, key a formula to calculate the total expenses.

Hint: In cell D48, key =D9+D17+D26+D33+D39+D46.

13. Display formulas in your spreadsheet by using CTRL + ` to check for accuracy.

14. Carefully proofread your work for accuracy and format.

15. Set the print settings to the current sheet and change the layout to portrait.

16. Print preview the spreadsheet.

17. Share or print your spreadsheet if required by your instructor.

Figure 2.7

	A	B	C	D
1	Adrenaline Sports			
2	Grand Opening Celebration Budget			
3				
4	EXPENSES	QUANTITY	RATE	TOTAL
5				
6	DECORATIONS			
7	Party Decor Kit	2	50	
8	Banners	5	40	
9	TOTAL DECORATIONS			
10				
11	REFRESHMENTS			
12	Cookies	750	0.2	
13	Cake	2	180	
14	Coffee	1	380	
15	Soda	1	325	
16	Bottled Water	1	275	
17	TOTAL REFRESHMENTS			
18				
19	ADVERTISING			
20	Online Media	1	175	
21	Newspaper	3	180	
22	Radio Ad	1	675	
23	Building Banners	2	125	
24	Printing	1	750	
25	Postage	1	150	
26	TOTAL ADVERTISING			
27				
28	ADDITIONAL STAFF			
29	Sales Associates	4	120	
30	Cashiers	8	270	
31	Customer Service	2	120	
32	Managers	2	300	
33	TOTAL ADDITIONAL STAFF			
34				
35	VIP APPEARANCE			
36	Travel	1	750	
37	Hotel	1	500	
38	Appearance Fee	1	1500	
39	TOTAL VIP APPEARANCE			
40				
41	PRIZES & GIVEAWAYS			
42	Gift Cards	25	10	
43	T-Shirts	250	10	
44	Men's Golf Club Set	1	600	
45	Women's Golf Club Set	1	500	
46	TOTAL PRIZES & GIVEAWAYS			
47				
48	TOTAL EXPENSES			

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Unit 2: Sheets

Project 2.8
Social Media User Survey

Project Description

B4 U Click has completed a survey of the most popular social media apps for teenagers in Lake County. They would like the data displayed as a column chart to keep parents informed about how their children are using social media.

Your Job

As the Google Sheets Specialist, you will create a **social media user survey spreadsheet** and **column chart** using the data collected from the social media app survey.

Skills: Format text • Align text • Merge cells • Add fill color • Create and customize a column chart

Instructions

1. Open the B4 U Click folder and create a new Google Sheets spreadsheet.

2. Unless otherwise instructed, rename the spreadsheet Project 2.8 Social Media User Survey.

3. Key the data into the spreadsheet as shown in Figure 2.8.

4. Resize the width of columns A – C to 150.

5. Center align columns A – C.

6. Merge cells A1 – C1 and format the text in the newly merged cell as font size 12 point, bold, and center aligned.

7. Format the text in cells A4 – C4 as bold and change the fill color to yellow.

8. Using the data in cells A4 – C10, create a column chart.

   Hint: *Use the Explore feature to select from pre-made charts and an analysis of the spreadsheet data.*

9. Customize the column chart as follows:

   a. Change the chart title to "Lake County Social Media User Survey."

   b. Change the left vertical axis title to "Number of Users."

10. Insert and resize the column chart to fit in cells A11 through G30.

11. Carefully proofread your work for accuracy and format.

12. Set the print settings to include the data and column chart on one page, then print preview the spreadsheet.

13. Share or print your spreadsheet if required by your instructor.

Figure 2.8

	A	B	C
1	Lake County Social Media User Survey		
2			
3			
4	Social Media App	13-15 Year Olds	16-18 Year Olds
5	Twitter	1276	1322
6	Facebook	1153	1296
7	Snapchat	1154	1209
8	Instagram	1051	1190
9	Vine	1005	1143
10	YouTube	989	1044

Project 2.9
Customer Traffic Pattern Analysis

Project Description

Healthy Hut has collected customer traffic data on a daily basis for two weeks. They would like to organize the data as a spreadsheet and bar chart so they can adequately schedule employees during the busiest times of the day and week.

Your Job

In this project, you will collaborate with another Google Sheets Specialist to create a **customer traffic pattern analysis spreadsheet** and **bar chart** using the customer traffic data collected by Healthy Hut over the past two weeks.

Skills: Collaborate using Google Sheets • Align text • Format text • Create and customize a bar chart • Use Autofill Add a new sheet • Rename a sheet • Use comments

Preparation

To complete this project, you must be assigned a partner with whom you will collaborate. Once partners have been assigned, determine who will take on the role of Student A and who will take on the role of Student B. As you complete this project, refer to Figures 2.9A and 2.9B for content and visual guidance.

Instructions

Student A:

1. Open the Healthy Hut folder and create a new Google Sheets spreadsheet.

2. Unless otherwise instructed, rename the spreadsheet Project 2.9 Customer Traffic Pattern Analysis.

3. Share the spreadsheet with Student B and assign the "Can Edit" permission.

4. Rename Sheet 1 as "WEEK 1 DATA."

5. Using Figure 2.9A, key the data into the spreadsheet.

   Hint: Use Autofill to complete the list of days in column A.

6. Format row 1 as bold.

7. Center align columns B – D.

8. Using the data in cells A1 – D8, create a bar chart.

   Hint: Use the Explore feature to select from pre-made charts and an analysis of the spreadsheet data.

9. Customize the bar chart as follows:

   a. Change the chart title to "Week 1 Customer Traffic Chart."

   b. Change the legend font size to 11 point.

   c. Change the horizontal axis title to "Number of Customers."

   d. Change the left vertical axis title to "Day of the Week."

10. Insert the bar chart onto the spreadsheet and then move it to its own sheet.

11. Rename the bar chart sheet as "WEEK 1 CHART."

Student B:

1. Retrieve the Project 2.9 Customer Traffic Pattern Analysis spreadsheet from your Shared with me drive, and move it to your Healthy Hut folder.

2. Open the spreadsheet

3. Add a new sheet to the spreadsheet.

4. Rename the new sheet as "WEEK 2 DATA."

5. Using Figure 2.9B, key the data into the spreadsheet.

    Hint: Use Autofill to complete the list of days in column A.

6. Format row 1 as bold.

7. Center align columns B – D.

8. Using the data in cells A1 – D8, create a bar chart.

    Hint: Use the Explore feature to select from pre-made charts and an analysis of the spreadsheet data.

9. Customize the bar chart as follows:

    a. Change the chart title to "Week 2 Customer Traffic Chart."

    b. Change the legend font size to 11 point.

    c. Change the horizontal axis title to "Number of Customers."

    d. Change the left vertical axis title to "Day of the Week."

10. Insert the bar chart onto the spreadsheet and then move it to its own sheet.

11. Rename the bar chart sheet as "WEEK 2 CHART."

Students A and B

1. Carefully proofread your work for accuracy and format.

2. Use the Comment feature to inform each other that you have completed your portion of the project.

3. Set the print settings to include all sheets.

4. When the project is complete, use Print preview to view the document.

5. Use the Comment feature to communicate and decide which of you will share the document with your instructor.

6. Share or print your workbook if required by your instructor.

Figure 2.9A

	A	B	C	D
1	WEEK 1 DATA	10 AM - 12 PM	12 PM - 2 PM	2 PM - 4 PM
2	Monday	22	31	30
3	Tuesday	26	35	31
4	Wednesday	25	39	39
5	Thursday	34	46	41
6	Friday	45	60	58
7	Saturday	60	71	64
8	Sunday	55	67	65

Figure 2.9B

	A	B	C	D
1	WEEK 2 DATA	10 AM - 12 PM	12 PM - 2 PM	2 PM - 4 PM
2	Monday	29	33	33
3	Tuesday	35	34	30
4	Wednesday	31	41	37
5	Thursday	36	49	35
6	Friday	49	66	60
7	Saturday	68	71	70
8	Sunday	61	67	65