**Excel Business Bootcamp Exam 2**

You have received an Excel workbook containing four worksheets (Sales List, Reps, Stores and Products). These sheets contain data that we need to generate two reports.

There is also a worksheet named *By Date*. This will be used for one of the reports.

You will go through a series of tasks to combine the data into one list and then create the two reports.

1. Convert the *Sales List* range into a table and name the table **Sales**. (2 pts)
2. Include the *Product Name*, *Product Category*, *Store Name* and *Sales Rep* fields in the Sales List table. (8 pts)

   You will need to look up and return this data from the necessary tables using the ID fields provided.

   - Product > Product Name and Product Category
   - Store > Store Name
   - SP ID > Sales rep.

   An example of the finished sales table is shown below.

   The columns do not need to be in the same position as the image. But please ensure they are all included. We will need them.

| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Order ID | Order Date | Month | Product | Product Name | Product Category | Store | Store Name | Units Sold | SP ID | Sales Rep | Total |
| 2 | 19775 | 02-Jan-19 | Jan | R1014 | Sausage Roll | Food | 13 | Olympia | 12 | SP3463 | Cyndy Bloom | 30 |
| 3 | 20684 | 03-Jan-19 | Jan | R1010 | Baguette | Food | 13 | Olympia | 40 | SP3156 | Trudy Shore | 112 |
| 4 | 20685 | 03-Jan-19 | Jan | R1010 | Baguette | Food | 15 | Neptune Way | 80 | SP3156 | Trudy Shore | 224 |
| 5 | 20686 | 03-Jan-19 | Jan | R1010 | Baguette | Food | 16 | Bartholomew Drive | 70 | SP3156 | Trudy Shore | 196 |
| 6 | 20687 | 03-Jan-19 | Jan | R1010 | Baguette | Food | 16 | Bartholomew Drive | 55 | SP3156 | Trudy Shore | 154 |
| 7 | 20688 | 03-Jan-19 | Jan | R1010 | Baguette | Food | 14 | Longleaf Drive | 18 | SP3156 | Trudy Shore | 50 |
| 8 | 20689 | 04-Jan-19 | Jan | R1016 | Chocolate Chip Muffin | Cakes & Pastries | 16 | Bartholomew Drive | 8 | SP1841 | Audrey White | 11 |
| 9 | 20690 | 04-Jan-19 | Jan | R1016 | Chocolate Chip Muffin | Cakes & Pastries | 15 | Neptune Way | 40 | SP1841 | Audrey White | 56 |
| 10 | 20691 | 04-Jan-19 | Jan | R1012 | Jacket Potato | Food | 14 | Longleaf Drive | 8 | SP3740 | Elizabeth Kendrick | 26 |
| 11 | 20692 | 04-Jan-19 | Jan | R1012 | Jacket Potato | Food | 13 | Olympia | 14 | SP3740 | Elizabeth Kendrick | 45 |
| 12 | 20693 | 04-Jan-19 | Jan | R1012 | Jacket Potato | Food | 15 | Neptune Way | 5 | SP3740 | Elizabeth Kendrick | 16 |
| 13 | 19776 | 05-Jan-19 | Jan | R1012 | Jacket Potato | Food | 15 | Neptune Way | 15 | SP1841 | Audrey White | 48 |
| 14 | 19777 | 05-Jan-19 | Jan | R1012 | Jacket Potato | Food | 16 | Bartholomew Drive | 50 | SP1841 | Audrey White | 160 |
| 15 | 19778 | 05-Jan-19 | Jan | R1012 | Jacket Potato | Food | 13 | Olympia | 70 | SP1841 | Audrey White | 224 |
| 16 | 20694 | 05-Jan-19 | Jan | R1014 | Sausage Roll | Food | 14 | Longleaf Drive | 5 | SP2092 | Simon James | 13 |
| 17 | 19779 | 06-Jan-19 | Jan | R1016 | Chocolate Chip Muffin | Cakes & Pastries | 13 | Olympia | 4 | SP3740 | Elizabeth Kendrick | 6 |
| 18 | 19780 | 06-Jan-19 | Jan | R1016 | Chocolate Chip Muffin | Cakes & Pastries | 14 | Longleaf Drive | 10 | SP3740 | Elizabeth Kendrick | 14 |
| 19 | 20695 | 06-Jan-19 | Jan | R1010 | Baguette | Food | 15 | Neptune Way | 15 | SP3156 | Trudy Shore | 42 |

3. Create a PivotTable on a new worksheet named **Report**. This PivotTable will show the *Total* sales for each *Product Name*. It will also include the *Product Category* as a filter. (5 pts)
4. Create another PivotTable on the same worksheet (Report) and use it to show the *Total* sales and count of sales for each *Store Name*. (5 pts)

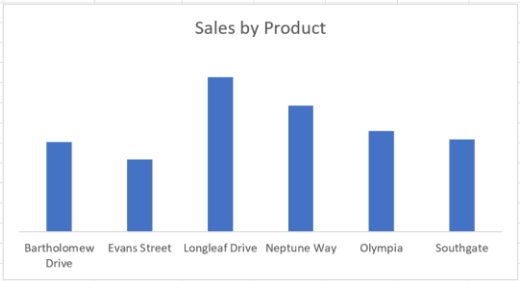
Below is an image of the two completed PivotTables.

| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | Product Category | (All) | | | | |
| 2 | | | | | | |
| 3 | **Row Labels** | **Sum of Total** | | **Row Labels** | **Sum of Total** | **Count of Total2** |
| 4 | Baguette | £ 26,124 | | Bartholomew Drive | £ 18,668 | 297 |
| 5 | Beer | £ 4,563 | | Evans Street | £ 12,638 | 202 |
| 6 | Blueberry Muffin | £ 5,946 | | Longleaf Drive | £ 28,827 | 465 |
| 7 | Caramel Shortbread | £ 1,173 | | Neptune Way | £ 22,908 | 369 |
| 8 | Chocolate Chip Muffin | £ 4,110 | | Olympia | £ 20,993 | 343 |
| 9 | Coffee | £ 2,460 | | Southgate | £ 17,173 | 295 |
| 10 | Cornish Pasty | £ 547 | | **Grand Total** | **£ 121,206** | **1,971** |
| 11 | Crisps | £ 740 | | | | |
| 12 | Croissant | £ 3,373 | | | | |
| 13 | Flapjack | £ 1,077 | | | | |
| 14 | Hot Chocolate | £ 610 | | | | |
| 15 | Jacket Potato | £ 29,482 | | | | |
| 16 | Orange Juice | £ 246 | | | | |
| 17 | Samosa | £ 4,210 | | | | |
| 18 | Sandwich | £ 4,594 | | | | |
| 19 | Sausage Roll | £ 2,213 | | | | |
| 20 | Soup | £ 10,334 | | | | |
| 21 | Tea | £ 1,913 | | | | |
| 22 | Water | £ 2,742 | | | | |
| 23 | Wine | £ 14,751 | | | | |
| 24 | **Grand Total** | **£ 121,206** | | | | |
| 25 | | | | | | |

Go to the *By Date* worksheet. Perform the following tasks so that the report looks like the image at the bottom of the page.

5. In cell A5, write a formula to sum the sales totals for all sales since the date in cell B2. (5 pts)
6. In cell B5, write a formula to count the number of sales since the date in cell B2. (5 pts)
7. In cell B8, write a formula to sum the total sales since the date in cell B2 and the store name in cell A8. Copy this formula down for each store name. (7 pts)
8. Create a column chart from the data in range A7:B13 and position it to the right of the formula results. Make the following changes to the chart so that it looks the same as in the image at the bottom of the page. (5 pts)
   - Change the chart title to **Sales by Product**.
   - Remove the *Primary Horizontal Gridlines*.
   - Remove the *Primary Vertical Axis*.
9. Create a PivotTable and position it on the existing *By Date* worksheet in cell A18. Show the sales for each *Sales Rep* and for each *Month* of the year. Use the *Store Name* for a filter (in the image the filter is set to *Southgate*). (5 pts)
10. Add a Conditional Formatting rule to range B20:M28 to change any value greater than 400 to green. (3 pts)

| | A | B |
|---|---|---|
| 2 | **Date** | 15/07/2019 |
| 4 | **Total Sales** | **No of Sales** |
| 5 | 58,108.70 | 943 |
| 7 | **Stores** | **Total** |
| 8 | Bartholomew Drive | 8,173.80 |
| 9 | Evans Street | 6,615.60 |
| 10 | Longleaf Drive | 14,113.50 |
| 11 | Neptune Way | 11,551.10 |
| 12 | Olympia | 9,227.10 |
| 13 | Southgate | 8,427.60 |
| 16 | Store Name | Southgate |




| 18 | **Sum of Total** | **Column Labels** | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 19 | **Row Labels** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Grand Total** |
| 20 | Audrey White | £ 55 | £ 228 | £ 332 | £ 454 | £ 219 | £ 165 | £ 396 | £ 192 | £ 328 | £ 367 | £ 87 | £ 347 | £ 3,168 |
| 21 | Christopher Hartley | | | | £ 13 | | | | £ 60 | | | £ 96 | £ 76 | £ 244 |
| 22 | Cyndy Bloom | £ 87 | £ 5 | £ 170 | £ 258 | £ 799 | £ 163 | £ 225 | £ 362 | £ 604 | | £ 102 | £ 80 | £ 2,855 |
| 23 | Elizabeth Kendrick | £ 103 | £ 128 | £ 288 | | £ 70 | £ 827 | £ 90 | £ 182 | £ 287 | £ 149 | £ 109 | £ 196 | £ 2,429 |
| 24 | Georgia Keegan | £ 132 | £ 11 | | £ 25 | £ 174 | £ 109 | £ 109 | £ 101 | £ 320 | £ 60 | £ 252 | £ 157 | £ 1,450 |
| 25 | Paul Beechcroft | | £ 183 | £ 75 | | | £ 160 | £ 89 | £ 237 | | | £ 154 | £ 158 | £ 1,055 |
| 26 | Samantha Cavalho | | £ 9 | £ 202 | £ 45 | £ 28 | £ 299 | £ 251 | £ 174 | £ 185 | £ 56 | | £ 40 | £ 1,288 |
| 27 | Simon James | £ 73 | £ 141 | £ 13 | £ 38 | £ 304 | £ 158 | | £ 71 | £ 825 | £ 50 | £ 488 | £ 320 | £ 2,480 |
| 28 | Trudy Shore | £ 73 | £ 130 | £ 208 | £ 445 | £ 332 | £ 468 | £ 96 | £ 119 | £ 183 | £ 52 | £ 58 | £ 39 | £ 2,204 |
| 29 | **Grand Total** | **£ 523** | **£ 835** | **£ 1,288** | **£ 1,277** | **£ 1,927** | **£ 2,349** | **£ 1,256** | **£ 1,497** | **£ 2,731** | **£ 734** | **£ 1,345** | **£ 1,412** | **£ 17,173** |