

## James Conway

James Conway's performance over the past six months has been as follows:

<b>Sales</b>		<b>Gross profit</b>	
Nov	147695	Nov	45342
Dec	80951	Dec	25904
Jan	144037	Jan	43931
Feb	108539	Feb	34407
Mar	89579	Mar	27949
Apr	126430	Apr	41848

### **Expenses**

Nov	30459
Dec	37197
Jan	43552
Feb	30332
Mar	30209
Apr	36543

### **Task 1**

Create a single table in Excel to record the above figures as well as the following amounts which should be calculated using formulae entered in Excel

- i) Cost of sales (being the difference between sales and gross profit)
- ii) Net profit (being gross profit less expenses)

Note that your table should be structured so that the months are in rows and Sales, Cost of Sales, Gross Profit, Expenses and Net Profits are in columns

### **Task 2**

Use formulae to total each column, thereby calculating total sales, cost of sales etc for the six month period

### **Task 3**

Add columns to your table and use them to calculate the Profit Margin for each month (i.e. net profit as a percentage of sales)

### **Task 4**

Format the table as follows:

- i) All monetary amounts should be shown as currency (i.e. £) with no decimal places
- ii) Gross profit margins should be shown as percentages to 1 decimal place
- iii) Columns headings should be shown in bold
- iv) Column widths should be wide enough for all entries to be legible
- v) Totals for the six month period should have a thin top and thick bottom border

### **Task 5**

Add an appropriate title above your table which will describe what the table records and then

save your Excel file under the name Conway performance and also save it as a PDF