

Sturgeon Ltd

Sturgeon Ltd sales and cost of sales for the past four quarters are shown below:

	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Sales	125410	95885	145826	136586
Cost of sales:				
Opening inventory	4200	2150	3520	3958
Purchases	56048	43620	65026	61545
Closing inventory	2150	3520	3958	4002

Tasks

- 1 Create a spreadsheet to record the above table of figures
- 2 Add rows to the table to calculate the following:
 - a) Total cost of sales for each quarter (calculated as opening inventory plus purchases less closing inventory)
 - b) Gross profit each quarter (calculated as sales less total cost of sales)
 - c) Gross profit margin (calculated as gross profit divided by sales) for each quarter and for the total of the four quartersAdditional rows should be labelled appropriately
- 3 The table should be formatted as follows:
 - a) The font used should be Times New Roman, font size 12
 - b) Numbers (apart from Gross profit margins) should be shown as £, with thousand separators but no decimal places
 - c) Gross profit margins should be shown as percentages to 2 decimal places
 - d) The figures calculated for total cost of sales for each quarter should have a top and bottom border and the Gross profit for each quarter should have a thick bottom border
 - e) Columns should be wide enough for the contents of all cells to be legible
 - f) Sales, total cost of sales and gross profit figures should all be in bold
- 4 Insert an appropriate title above your table. The title should be in a blue Times New Roman font, size 14 and and be centred above the table.
- 5 Save your answer as both an excel file and as a PDF - ensuring that the PDF shows all entries legibly on one page