

Gargantua

Create a table in Excel to record Gargantua's Sales Day Book ("SDB"). The SDB should be arranged to include the following columns; Date, Invoice number, Client name, Description of work, Gross sales, VAT on sales and Net sales.

The table should be set up so that only dates after 01/01/2010 may be entered under "Date", numbers between 1001 and 2000 may be recorded under "Invoice number", that the Description of work column provide users of the table with a drop down box including the options, "Accounts", "Tax", "Audit" and "Special"

In addition, you should create suitable input messages for the table to provide any user with some guidance as to the type of information to be entered in a column.

Once the table is complete you should enter the following five sales invoices into the table:

Date	Inv. No.	Client name	Description of work	Gross sales	VAT	Net sales
04/05/2014	1024	Morg	Accounts	25,800.00	4,300.00	21,500.00
05/05/2014	1025	Airwalker	Tax	19,008.00	3,168.00	15,840.00
05/05/2014	1026	Firelord	Special	19,982.40	3,330.40	16,652.00
16/05/2014	1027	Nova	Accounts	18,769.20	3,128.20	15,641.00
17/05/2014	1028	Terrax	Audit	22,318.80	3,719.80	18,599.00

Monetary values in the table should be shown to two decimal places with thousand separators but no currency symbols should be used.

Cells in the table should use the font Book Atiqua and a font size of 12.

Columns in the table should have a width of 12

Column headings should be in bold and use wrap text

Add a title above the table describing what the table displays. The title should use the same font as the rest of the table but use a font size of 16.

Save the file and then print the file ensuring that it is printed on a single page.