

Fortminor Boxes

The production worksheet contains a summary of the boxes produced by each of Fortminor's employees over a 10 week period. This spreadsheet is protected by password and will need to be unprotected before it can be used. The password is yellow

The following tasks should be undertaken:

- 1 Add a column to the table to calculate the number of saleable boxes produced by each employee in each week (being those produced less rejections).
- 2 Add a further column to calculate the boxes rejected as a percentage of total production by each employee in each week. This column should be labelled "Reject rates (%)"
- 3 Calculate the total boxes produced, the total rejects and the total saleable boxes for the 10 week period.
- 4 The table should be formatted using the font Times New Roman and a font size of 12. Column headers should be in bold and underlined. Reject rates should be shown as percentages to two d.p. All other numbers should be shown with no d.p. but with comma thousand separators. Any values of zero in the table should be shown as 0. The column containing Employee names should have a width of 20. Other columns in the table should have a column width of 12. Column headers should use wrap text. Any reject rates exceeding 15% should be shown in a red font (use conditional formatting).
- 5 Create a pivot table based on the production table. This should be positioned to the right of the production table. This should show an analysis of the total saleable boxes produced by each employee over the period as well as the average reject rate percentage achieved by each employee. Note that all percentage values in the pivot table should be shown as percentages and to two d.p. and the saleable box figures should be shown in £ with no d.p.
- 6 Print a copy of your worksheet which should be shown on a single page and be legible and then protect your worksheet using the password yellow

Ensure that all spreadsheets include a header in the top right hand corner of the page recording your name, AAT number and date