Beef Beers

Exercises

A   Beefy Beers is a small independent brewer who supplies its range of beers to public houses and drinks retailers in Yorkshire. It has saved details of its sales invoices for January to March 2010 on Sheet1 and its price list and the bulk discounts available on Sheet2

B   Save the workbook onto your network drive using the title Beer Sales Example
Unprotect Sheet1 and Sheet2 using the password BB
Change the name of Sheet1 to Sales
Change the name of Sheet2 to Price list

C   In the Sales worksheet complete the table as follows:
        Use formulae to enter, for each sale, the correct price per case depending on the type of product sold
        Use formulae to record the amount of discount applicable on each sale
        Use formulae to calculate, for each sale, the price per case after discount
        Use formulae to calculate the net value of each sale
        Use formulae to calculate vat of 20% on each sale (rounded to the nearest penny)
        Use formulae to calculate the gross value of each sale
        Calculate the total net, vat and gross sales for the quarter
        Insert the title 'Sales for the first quarter' at the top of the table

D   The table should be formatted as follows:
        The title should be centred across the whole width of the table and should be in italics and use a font size of 16.
        The column headings of the table should be in bold and have a thin black border at the bottom of the cells
        Figures recorded in the discounts column should be shown as percentages (no decimal places)
        Columns containing monetary values should be in a currency format, using £s, comma separators and two decimal places
        Cells containing the totals for the quarter should have an appropriate border

E   Create a pivot table to display net sales each month split between the different types of beer sold
The pivot table should be located below the table in the Sales worksheet
Format the pivot table so that the numbers have a comma separator and are shown to two decimal places

F   Drill down into the pivot table to identify sales of Bullseye in January. Change the page orientation orientation of the new worksheet to landscape

G   Save the workbook and then save a copy of the worksheet containing the Bullseye January sales as a pdf file using the name Bullseye January sales