

Sales Day Book for May 2011

<u>Inv. no.</u>	<u>Date</u>	<u>A/C No.</u>	<u>Customer</u>	<u>Address line 1</u>	<u>Address line 2</u>	<u>Service</u>	<u>Hours</u>	<u>Rate/hr</u>	<u>Net</u>	<u>Vat</u>	<u>Gross</u>
	27/10/2016 Total								£580.00	£116.00	£696.00
	01/11/2016 Total								£432.00	£86.40	£518.40
	02/11/2016 Total								£189.00	£37.80	£226.80
	06/11/2016 Total								£405.00	£81.00	£486.00
	10/11/2016 Total								£162.00	£32.40	£194.40
	11/11/2016 Total								£189.00	£37.80	£226.80
	15/11/2016 Total								£526.50	£105.30	£631.80
	20/11/2016 Total								£548.00	£109.60	£657.60
	Grand Total								£3,031.50	£606.30	£3,637.80

Exercises

1 Change the format of the above table as follows:

Dates should be shown in the format dd/mm/yyyy

Columns should be wide enough to display the contents of the cells

The title of the table should be in bold and be centred above the table

Column headings should be in italics and underlined

Columns recording currency data should use a currency format (two decimal places and a pound sign)

2 Use Subtotals to calculate daily sales totals (show net, vat and gross subtotals)

3 Use the + and - signs on the left hand side of the screen to compress the table down and show only the daily totals

4 Cancel the Subtotals and sort the table by customer alphabetically (A to Z)

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<u>Inv. no.</u>	<u>Date</u>	<u>A/C No.</u>	<u>Customer</u>	<u>Address line 1</u>	<u>Address line 2</u>	<u>Service</u>	<u>Hours</u>	<u>Rate/hr</u>	<u>Net</u>	<u>Vat</u>	<u>Gross</u>
2020	10/11/2016	F3	Fenton Post	Unit 5, Brigg Street	Huddersfield, HD3 2AH	Painting	4	£13.50	£54.00	£10.80	£64.80
2023	15/11/2016	F8	Futuretec	707 Thornton Road	Bradford BD8 7LA	Painting	16	£13.50	£216.00	£43.20	£259.20
2017	02/11/2016	H4	Howells	406 Halifax Road	Bradford, BD13 7YY	Wallpapering	14	£13.50	£189.00	£37.80	£226.80
2025	20/11/2016	K2	Keighley Bars	72 Pontoon Gardens	Halifax, HX2 7UJ	Plastering	8	£13.50	£108.00	£21.60	£129.60
2016	01/11/2016	F12	MC Foy	1 Mable Street	Saltaire, BD18 3SA	Plastering	4	£13.50	£54.00	£10.80	£64.80
2018	06/11/2016	F12	MC Foy	1 Mable Street	Saltaire, BD18 3SA	Plastering	30	£13.50	£405.00	£81.00	£486.00
2022	15/11/2016	F12	MC Foy	1 Mable Street	Saltaire, BD18 3SA	Plastering	23	£13.50	£310.50	£62.10	£372.60
2019	10/11/2016	M7	Mitchells	52 Waylong Avenue	Leeds, LS18 3BN	Painting	8	£13.50	£108.00	£21.60	£129.60
2015	01/11/2016	N1	Norrie Waite	101 Main Street	Bradford, BD7 0PX	Plastering	3	£13.50	£40.50	£8.10	£48.60
2021	11/11/2016	O3	Oxley	Somerset House, Varley Road	Leeds, LS27 1KJ	Wallpapering	14	£13.50	£189.00	£37.80	£226.80
2014	01/11/2016	S8	SAS Site Maintenance	8 Fulmon Road	Wakefield, WF6 7FF	Plastering	25	£13.50	£337.50	£67.50	£405.00
2013	27/10/2016	E3	T&S Eades	52 Commercial Way	Howarth, BD23 2DD	Painting	38	£11.00	£418.00	£83.60	£501.60
2024	20/11/2016	E3	T&S Eades	52 Commercial Way	Howarth, BD23 2DD	Painting	40	£11.00	£440.00	£88.00	£528.00
2012	27/10/2016	V2	Verrisone Ltd	Verrisone House, Adam Lane	Halifax, HX1 4BB	Painting	12	£13.50	£162.00	£32.40	£194.40

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