Spreadsheet: Revenues, Costs and Profits

Instructions	In Excel do each of the instructions. When it says A1:A3, this means A1 through to A3 When it says enter you can copy and paste the text If you don't know how to do anything use this website to find out: https://www.w3schools.com/EXCEL/index.php	Tick
1	In Cell A1 enter (copy and paste) 　　　　Total Revenue, Cost, Profit and Commission by Month	
2		
3	In Cell A3 enter Number	
4	In Cell B3 enter Month	
5	In Cell C3 enter Total Revenue	
6	In Cell D3 enter Total costs	
7	In Cell E3 enter Company Profits	
8	In Cell F3 enter Commission	
9	In Cell G3 enter Bank	
10	Make these all bold	
11	Change the column size of any that are too small	
12	In Cells A4 to A15 Count upwards from 1 to 12	
13	In Cells B4 to B15 do the months of the year, with a different month on each row starting with January	
14	Enter the following into cells C4:D15 　45000　　37562 　56982　　37562 　78623　　37562 　91236　　37562 　93265　　37562 154623　　37562 112336　　37562 154687　　37562 178952　　37562 182365　　37562 125648　　37562 112003　　37562	
15	In Cell E4 enter a formula to calculate profit (=Revenue-Costs)	
16	Drag this down to Cell E15	
17	There are 3 partners. Each gets a quarter of the profit and the remainer stays in the bank to build the business up. Enter a formula in Cell F4 that calculates the commission for each partner	
19	Enter a formula to calculate what is put in the bank each month	

20	In Cell B16 enter Total for the Year	
21	Drag row 16 down	
22	Click wrap text	
23	In cell C16 enter a formula that calculates the Totals Revenue (SUM)	
24	In cell D16 enter a formula that calculates the Total Costs over the year (SUM)	
25	In cell E16 enter a formula that calculates the PROFIT earnt over the year (SUM)	
26	In cell F16 enter a formula that calculates the Commission earnt over the year (SUM)	
27	In cell G16 enter a formula that calculates the total that gets paid into the Bank each month (SUM)	
28	In cell C17 enter a formula that calculates the Average Revenue (AVERAGE)	
29	In cell E17 enter a formula that calculates the Average PROFIT (AVERAGE)	
30	In cell F17 enter a formula that calculates the Average Commission (AVERAGE)	
31	In cell C18 enter a formula that calculates the Maximum Revenue (MAXIMUM)	
32	In cell E18 enter a formula that calculates the Maximum Profit (MAXIMUM)	
33	In cell F18 enter a formula that calculates the Maximum Commission (MAXIMUM)	
34	In cell C19 enter a formula that calculates the Minimum Revenue (MINIMUM)	
35	In cell E19 enter a formula that calculates the Minimum Profit (MINIMUM)	
36	In cell F19 enter a formula that calculates the Minimum Commission (MINIMUM)	
37	Change all of the amounts to Currency format	
38	Add borders around A3: G19	
39	Add colour to Cells A3:G3	
40	Insert a Header with your name on it	
41	Produce a graph for Revenue each Month Highlight B4:C15 and insert a graph	
45	Produce a graph for Profit each Month Highlight B4:B15 and E4:E15 insert a graph	
46	Explore how to format graphs	