Daily Sales Report

Name: _____ Hour: 1 2 3 4 5

You have been the manager of the BSU restaurant for the last four years. The regional manager has been coming by fairly regularly and your personal reviews have always been A+'s. You are at home sound asleep when your phone rings. You wake up barely enough to see that caller ID says it is 911 that is calling you. You quickly answer the phone and say hello. They ask if you are the manager of the BSU Happy Hamburger Hut. You say yes. The person on the phone tells you that the building blew up about 15 minutes ago! You quickly say that you will be there as soon as you can.

You put on some clothes and hurry down to the restaurant. While you are driving there, you wonder why the automated security system didn't send you a notification like it is supposed to. You get there and find that the building is demolished and there is a huge crater in the ground. A few minutes later, several vehicles from Mountain Home Air Force Base arrive with flashing lights. After things settle down, you discover that one of their big drones lost communications and one of the jets following it saw it crash into the building!

You know the regional manager just retired, so your next person to notify is Mr. Larson, only is 2:30 in the morning… You call Mr. Larson, explain the situation, and he says he will be there in about 3 hours. At about 6:00 a.m., Mr. Larson pulls into the driveway in his car. He looks at the damage, and jokingly says "Do you think you can clean things up enough to open for dinner tonight?" You are not sure what to say, so you answer, "Maybe tomorrow, if we hurry." Mr. Larson laughs, and says "Let's go get some breakfast while they finish cleaning up their fire trucks."

At breakfast, Mr. Larson says "Well, since the restaurant is gone and you don't have a place to work, you can either go work for the chicken place across the street, I saw that they have a help wanted sign up, or, you can be the new regional manager for the Boise area since I was going to offer you the job next week anyway."

After accepting the job, and going to Rupert for some training, you come back to Boise and start on your first assignment as the regional manager (well, second, since you have to deal with the contractors that are going to rebuild the BSU location). Your job is to create a daily sales report that you want all the managers you are responsible for to turn in every day.

~~Draw a line though each sentence~~ or use highlighter pen to ensure that you do not skip a step. You may also need the direction sheet from the previous assignment to remind you how to do some of the steps.

1. Open the template called "Template – Daily Sales Report" and save the file as "HHH Daily Sales Report" under your "Documents" folder. You will have to type it yourself if you are working on it at home.

2. Name sheet 1 "Daily Sales Report". Change the color of the sheet tab to a color of your choice.

3. DO NOT turn on the Row and Column headings and the Gridlines on this project. We will use a special type of gridlines on this project instead.

4. Change the margins to .4" on the left and right. Change the top and bottom margins to 1". Change the Header and Footer margins to .5". Center this Vertically and Horizontally if you would like.

5. Select ***all*** the cells in the worksheet and change the font to Calibri 12.

6. Select all the numbers in column C and turn on Currency format.

7. In cell E6 you want to know how much tax money we collected by selling corn dogs. Multiply the price of a corn dog by how many of them we sold. Use the trick to find the rest of the answers for the other foods

8. In column F we need to calculate how much money we owe Idaho for sales tax. Sales tax in Idaho is currently 6% of the Total Daily Sales. Find out how much money we owe Idaho for corn dogs. Now use the trick to find out how much we owe Idaho for the rest of the foods.

9. In column G we need to find out how much money we collected from our customers. Add the Total Daily Sales and the Idaho Sales Tax together. Now use the trick to find out how much we collected for the other foods.

10. In row 13 we want to add up all the information above each cell that contains the word "Formula". If any of the numbers are dealing with money and the currency symbol does not turn on, select them and turn on currency format.

11. Select cells H6 through H13 and turn on the Percent format with 1 decimal place.

New trick using division formulas

1. In cell H6, we want to find out what percent of the total sales each food consisted of. In cell H6, use a formula to divide G6 by G13.

2. Now, use the trick to drag the formula down.

3. You will notice that many of the cells have a green triangle, or, the answers say something like "DIV/0!". Click on one of the cells. See how the G6 part of the formula has changed to the new correct cell but that G13 is now pointing to the incorrect cell? This is because the computer does not understand what you are trying to do. Fortunately, there is a trick that will fix this small problem.

4. Delete all the formulas in column H that you just entered.

5. In cell H6, type "=G6/G13". Notice the dollar symbols in the formula.   This dollar symbol creates something called an Absolute Reference. An Absolute Reference tells Excel to NOT change the column letter or row number when you ask it to guess the formula.

6. Now, drag the formula down and see if you get a "DIV/0!" or a green triangle.

7. If the answer in cell H13 is 100.0%, you have successfully used this new formula to create an Absolute Reference in a formula. This can be used in any division formula in the future.

Put this in your portfolio!

Continuing with the directions

1. Additional formulas:
   A. In cell E15 we want to transfer the answer we previously found in cell E13.
   B. In cell E16, write a formula to calculate the average of the Total Daily Sales.
   C. In cell E17, write a formula to calculate what largest Total Daily Sales.
   D. In cell E18, write a formula to calculate what the smallest of the Total Daily Sales was.

2. Make the columns the following widths: A is 9, B is 23, C is 7, D is 9, E is 12, F through H are 10 wide.

3. Select row 5 and turn on Wrap Text and Bold and Center.

4. Select cell A1 through H1 and turn on Merge and Center. Change the font to Amienne 36.

5. Select cell A2 through H2 and turn on Merge and Center. Change the font to Arial 16.

6. Select cell A3 through H3 and turn on Merge and Center. Change the font to Arial 14.

7. Click in cell A3 and type in the formula **=TODAY()** and watch what happens when you press enter.

8. Select cells A1 though A3 and shade the cells a light shade of Blue.

9. Select cells A13 through C13. Turn on Merge and Center.

10. Select row 13 and turn on Bold.

New foods to include

1. You forgot to include the "Larson Burger" in your project. Insert a new row between Fish Sandwich and Pulled Pork Sandwich. The sales code is LB and you sold 180 of them for $8.99 each. Recalculate all the answers in this row.

2. You forgot to include the "Prime Rib Sandwich" in your project. Insert a new row between the Pulled Pork Sandwich and the Single Burger. The sales code is PR and you sold 23 of them for $9.99 each. WOW! Did you see that? Your computer probably just added in the formulas for you! If it did not, you will need to recalculate all the answers in this row.
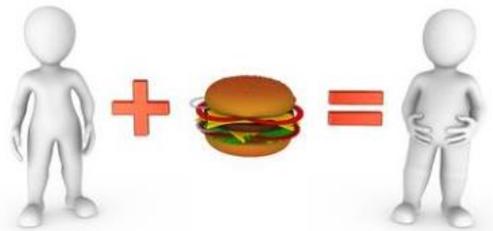
Continuing with the directions

1. Select cells E17 through F20 and turn on Bold.

2. Select cells A15 and turn on "Align Right" so the text moves to the right side of the cell.

3. Select F17 through G17 and turn on Merge and Center. Now, turn on "Align Left". Turn on Bold.

4. Select cells F6 through F15 and change the color of the numbers to red.

5. Select cells G6 through G15 and change the color of the numbers to blue.

6. Click back in cell F17 and double click the "Format Painter" icon. Now that you picked up the formatting, click on cell F18, F19, and F20. Now turn off the painter icon.

7. Select cells A1 through H15. Go to HOME – FONT – and find the BORDER icon. Click on the drop down arrow and find "All Borders" and click on it.

8. Select cells E16 through G20 and turn on the "All Borders" icon as well.
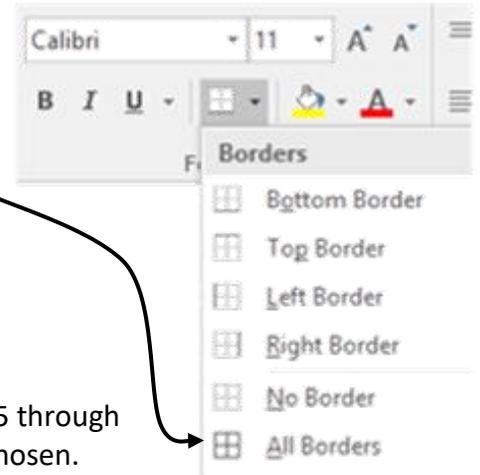
Chart and clipart

1. Select cells B5 through B13, hold down the CTRL key, and now select H5 through H13. You should have two groups of cells at do not touch each other chosen.

2. Go to INSERT – CHARTS – and find the icon that looks like this one: ⟶
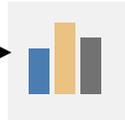
3. Click on that icon, and now choose the first "2-D Bar" one in the list.

4. Adjust the size of the chart so it takes up most of the bottom of your paper without going into row 20 and below 39.

5. Insert a clipart somewhere in an empty area that would look nice on this project.

Final directions

1. You realize you only sold 110 Larson Burgers, not the 180 you inadvertently entered. Change this and watch your answers and your chart change!

2. Find the food item that had the highest Sales Percent. Whichever one this is, select all the cells in this row that contain information and shade the cells Green.

3. Find the food that had the lowest Sales Percent. Whichever one this is, select all the cells in this row that contain information and shade the cells Yellow.

4. To make the Grant Total answers stand out, you select cells G6 through G13 and turn on bold.

5. Now that you see what the spreadsheet looks like, impress Mr. Larson with a nice header and footer that would be appropriate for this type of project. It has to have your name in it somewhere so we know who created this project though!

6. Check your work for any spelling errors and make the necessary corrections. Show Mr. Larson your formulas and turn in your paper after writing about the following topic: Using descriptive language, choose one of the menu items, describe it to our customers, and convince them to order one!