

Excel basics: assignment 1

This assignment is connected to the excel sheet 'Excel module 1 – assignment 1'. Applying the various topics as covered in the first part of the training helps in answering the questions.

- 1) What is the average number of items?
- 2) Use the filter function to count the number of sales made by Sorvino.
- 3) Create the column 'Total', consisting of the revenues of the sold item.
- 4) What was the overall turnover in 2019? And what was the overall turnover in 2019 and 2020 combined?
- 5) Mark the top 10% biggest sales in 2019 and 2020 red.
- 6) What is the cheapest item sold? And what is the most expensive item sold?
- 7) Create a bar graph to visualise which region sold the most. In order to do so, make a new table that looks like this:

Region	Total revenue
East	
West	
Centre	

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- 8) How many pen sets does Jones have to sell in order to increase the 2020 revenues from pen sets to € 4,000? In order to solve this question, first filter out the year 2020 and the item 'pen sets'. Then you can use the goal seeker function.**

Excel basics: assignment 1

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- 1) What is the average number of sold items?
47 units
- 2) Use the filter function to count the number of sales made by Sorvino.
6 sales
- 3) Create the column 'Total', consisting of the revenues of the sold item.
Check the answers of question 4 to see if you did it right.
- 4) What was the overall turnover in 2019? And what was the overall turnover in 2019 and 2020 combined?
2019: € 11,364.79
2020: € 25,533.82
- 5) Mark the top 10% biggest sales in 2019 and 2020 red.
The following cells should be marked: G14, G30, G35, G56 and G60

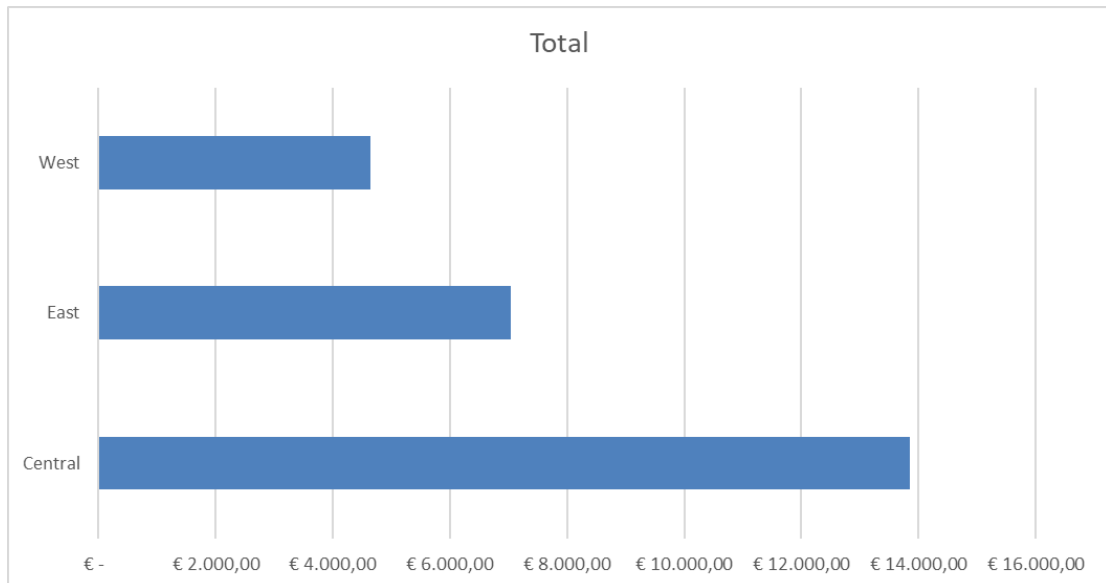
	OrderDate	Region	Item	Item	Unit	UnitCost	Total
2	2019-01-05	East	Jorans	Pencil	55	1.99	109.45
3	2019-01-22	Central	Kivell	Broder	60	19.99	1199.40
4	2019-02-09	Central	Jardine	Pencil	55	4.99	274.85
5	2019-03-26	Central	Gill	Pen	67	19.99	1339.73
6	2019-03-26	West	Sorvino	Pencil	60	1.99	119.40
7	2019-04-01	East	Jorans	Broder	60	4.99	299.40
8	2019-04-18	Central	Andrewee	Pencil	55	1.99	109.45
9	2019-04-25	Central	Jardine	Pencil	55	4.99	449.35
10	2019-04-25	West	Thompson	Pencil	55	1.99	109.45
11	2019-04-30	East	Jorans	Broder	60	8.99	539.40
12	2019-04-26	Central	Morgan	Pencil	55	4.99	449.35
13	2019-07-31	East	Howard	Broder	55	1.99	109.75
14	2019-07-29	East	Pawer	Broder	57	19.99	1139.43
15	2019-08-19	East	Jorans	Pencil	55	4.99	1149.35
16	2019-09-01	Central	Smith	Desk	2	105.00	210.00
17	2019-09-18	East	Jorans	Pen	55	19.99	1099.45
18	2019-10-05	Central	Morgan	Broder	55	8.99	494.75
19	2019-10-05	Central	Jorans	Pen	55	8.99	494.75
20	2019-10-12	Central	Smith	Pencil	67	1.99	133.33
21	2019-10-12	East	Jorans	Pen	60	8.99	539.40
22	2019-10-22	East	Jorans	Pen	60	8.99	539.40
23	2019-11-01	East	Pawer	Pen	55	19.99	1099.45
24	2019-11-08	East	Howard	Pen	55	19.99	1099.45
25	2019-11-26	Central	Kivell	Pen	55	4.99	494.75
26	2019-11-26	West	Kivell	Pen	55	4.99	494.75
27	2019-12-05	East	Kivell	Pen	55	4.99	494.75
28	2019-12-12	Central	Smith	Pencil	67	1.99	133.33
29	2019-12-12	Central	Smith	Pencil	67	1.99	133.33
30	2019-12-12	East	Pawer	Pen	55	19.99	1099.45
31	2019-12-23	East	Pawer	Pen	55	19.99	1099.45
32	2019-12-19	Central	Gill	Broder	46	8.99	413.54
33	2019-11-19	Central	Gill	Broder	46	8.99	413.54
34	2019-11-24	West	Sorvino	Desk	1	259.99	259.99
35	2019-12-01	Central	Smith	Broder	67	19.00	1273.00
36	2019-12-01	Central	Smith	Broder	40	19.00	760.00
37	2019-12-18	East	Jorans	Broder	1	4.99	4.99
38	2019-12-07	West	Sorvino	Broder	7	19.99	139.93
39	2019-12-14	Central	Jardine	Pen	55	4.99	274.85
40	2019-12-14	Central	Andrewee	Pencil	55	1.99	111.34
41	2019-03-27	East	Howard	Pen	55	4.99	274.85
42	2019-03-14	Central	Gill	Pencil	53	1.99	105.37
43	2019-02-27	Central	Gill	Broder	60	8.99	539.40
44	2019-06-17	Central	Kivell	Desk	5	105.00	525.00
45	2019-11-04	East	Jorans	Pen	55	4.99	274.85
46	2019-11-21	Central	Morgan	Pen	55	19.99	1099.45
47	2019-12-21	Central	Morgan	Pen	55	19.99	1099.45
48	2019-12-07	Central	Kivell	Pen	55	21.99	1209.45
49	2019-08-07	West	Kivell	Pen	55	21.99	1209.45
50	2019-08-24	West	Sorvino	Desk	1	259.99	259.99
51	2019-12-13	Central	Gill	Pencil	7	1.99	13.93
52	2019-09-21	West	Sorvino	Pen	55	19.99	1099.45
53	2019-12-27	Central	Sorvino	Pen	55	19.99	1099.45
54	2019-11-05	Central	Morgan	Broder	46	8.99	413.54
55	2019-10-19	East	Gill	Pencil	55	1.99	109.45
56	2019-10-19	West	Thompson	Broder	57	19.99	1139.43
57	2019-10-18	West	Thompson	Broder	1	19.99	19.99
58	2019-10-17	Central	Andrewee	Pencil	1	1.99	1.99
59	2019-11-17	East	Jardine	Broder	1	4.99	4.99
60	2019-12-04	Central	Jardine	Broder	54	19.99	1079.46

6) What is the cheapest item sold? And what is the most expensive item sold?

Cheapest: pencil for € 1.29

Most expensive: desk for € 250

7) Create a bar graph to visualise which region sold the most.



8) How many pen sets does Jones have to sell in order to increase the 2020 revenues from pen sets to € 4,000? In order to solve this question, first filter out the year 2020 and the item 'pen sets'. Then calculate the total revenues out of pen set sales. After this, you can use the goal seeker function.

Jones had to sell 121.1 pen sets in order to increase the company's pen set revenues to € 4,000. It is time to plan a performance review with Jones.