**Spreadsheet and Chart Assignment**

As the regional sales manager for Goodtime Music Company, you have been asked to analyze the yearly guitar sales for the region.

**Instructions:**

1. Create a spreadsheet that will show the amount of money from the sale of each type of guitar for each region.

1. Include totals for:
* each of the four regions
* each guitar category
* the total amount of company sales
1. Include the following summaries:
* Average sales for each region
* Lowest sales for each region
* Highest sales for each region
1. Format the spreadsheet using suggestions discussed in class to make it easily read by your boss, Ms. Harper. ☺
2. Footer: Name & hour Filename Date
3. Save in your directory as GUITAR.
4. Create the column chart shown on the second page.
5. Create the pie chart as shown on the second page.
6. Upload the results of your work to Moodle. Be sure to fit it on one page.

Create the column chart shown below from the spreadsheet data. Place it as an **object in the spreadsheet**.

Create the pie chart shown below. Place it as an object in a new sheet.



|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Worksheet (15 points) |  |  |  |  |  |  |
| Correct data entry and results | 0 | 1 | 2 | 3 | 4 | 5 |
| Title – merged & centered; large font | 0 | 1 | 2 | 3 |  |  |
| $ on appropriate rows (first, total, summary) | 0 | 1 | 2 |  |  |  |
| Overall appearance | 0 | 1 | 2 | 3 | 4 | 5 |
| Chart (5 points) |  |  |  |  |  |  |
| Title/legend/data labels | 0 | 1 |  |  |  |  |
| Overall appearance | 0 | 1 | 2 | 3 | 4 |  |
| Pie Chart (5 points) |  |  |  |  |  |  |
| Title/legend/data labels | 0 | 1 |  |  |  |  |
| Overall appearance | 0 | 1 | 2 | 3 | 4 |  |
| In NEW sheet | 0 | 1 |  |  |  |  |
| Formulas (10 points) |  |  |  |  |  |  |
| Regions totals | 0 |  | 2 |  |  |  |
| Guitar type totals | 0 |  | 2 |  |  |  |
| Average sales | 0 |  | 2 |  |  |  |
| Lowest sales | 0 |  | 2 |  |  |  |
| Highest sales | 0 |  | 2 |  |  |  |
|  |  |  | **TOTAL: \_\_\_\_\_/35** |