Mike’s Furniture Store

**Instructions:** Type in the following spreadsheet, and format it to look like the sample below.

1. Type in all text and numbers shown in the spreadsheet below.
2. Center the spreadsheet heading “Mike’s Furniture Store” across the spreadsheet.
3. Format all text as displayed in the sample below. (Hint: Row #2 is Top and Center aligned)
4. Create formulas for:
	1. The total for each ITEM in the store
	2. The total for each MONTH of the store
	3. The MAX, MIN, AVERAGE, MODE, and MEDIAN for each ITEM in the store
5. Apply borders and shading (color) to your table. Make it look **professional.**
6. Insert a new column “Season”. Label each month as summer, fall, winter, spring (Hint: 3 months for each category).
7. **Using a formula** add up each item in the store based on the 4 different seasons. (**This is EXTRA CREDIT – 4 points possible)**

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| **Mike's Furniture Store** |
| Item | Season | LoungeSuite | Dining RoomSuite | BarChair | LazyBoyChairs | LampStand | SingleBed | DoubleBed | BedroomDressers | ScotchDressers | CoffeeTable | **MonthlyTotals** |
| January | Winter | 5 | 7 | 12 | 15 | 3 | 6 | 10 | 12 | 4 | 2 |   |
| February | Winter | 8 | 6 | 2 | 4 | 5 | 5 | 8 | 8 | 5 | 2 |   |
| March | Spring | 4 | 9 | 5 | 7 | 9 | 9 | 9 | 15 | 7 | 5 |   |
| April | Spring | 8 | 9 | 8 | 12 | 10 | 7 | 15 | 20 | 18 | 7 |   |
| May | Spring | 10 | 10 | 4 | 15 | 12 | 8 | 12 | 16 | 21 | 11 |   |
| June | Summer | 5 | 12 | 9 | 11 | 9 | 6 | 8 | 15 | 18 | 10 |   |
| July | Summer | 12 | 12 | 6 | 8 | 9 | 12 | 10 | 14 | 14 | 8 |   |
| August | Summer | 11 | 8 | 7 | 15 | 13 | 11 | 16 | 10 | 15 | 6 |   |
| September | Fall | 14 | 9 | 12 | 12 | 15 | 18 | 23 | 26 | 13 | 15 |   |
| October | Fall | 8 | 15 | 4 | 9 | 7 | 15 | 21 | 19 | 20 | 13 |   |
| November | Fall | 13 | 14 | 9 | 13 | 12 | 16 | 24 | 30 | 24 | 18 |   |
| December | Winter | 18 | 16 | 15 | 16 | 20 | 12 | 14 | 20 | 18 | 30 |   |
| **Item Totals** |   |   |   |   |   |   |   |   |   |   |   |   |

Rubric

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| --- | --- | --- | --- |
| CATEGORY  | **Meets Expectations**  | **Meets Some Expectations**  | **Doesn't Meet Expectations (0)**  |
| **Item Totals**  | Correctly used a formula to find the totals for each item. 4 – 3 | Found the totals for each item. 2 – 1  | Did not find the totals for each item. 0 |
| **Monthly Totals**  | Correctly used a formula to find the totals for each month. 4 – 3 | Found the totals for each month. 2 – 1 | Did not find the totals for each month. 0 |
| **Max, Min, Avg. Mode, Median**  | Correctly used each formula for each item in the store. 4 – 3 | Found the max, min, avg., mode, and median for each item in the store. 2 – 1 | Did not find the max, min, avg., mode, or median for each item in the store. 0 |
| **Title Formatting**  | Properly formatted the title as shown in the example. 4 – 3 | Formatted the title of the table. 2 – 1 | Did not format the title of the table. 0 |
| **Table Formatting**  | Formatted the table so it looks professional. Not using too many colors, or fonts. 4 – 3 | Formatted the table, using more than two fonts and colors. 2 – 1 | Did not format the table. 0 |
| **Following Directions**  | Followed all the directions and met all the requirements for this assignment. 4 – 3 | Followed most of the rules and met most of the requirements for this assignment.2 – 1 | Did not follow the rules or meet the requirements for this assignment. 0 |
| **Total:** | \_\_\_\_\_\_/24 |