

Holy Trinity: Computer Department
Spreadsheets 2: Microsponge Operating Accounts

MicroSponge is a small UK based software company. It has offices in the 8 different areas of the UK. Every month, each office reports its sales - these are usually between \$0 and \$5,000 per month. The head office wants to calculate the following statistics:

- **Total amount sold by each office** during the year.
- **Total MicroSponge sales** over the year and **individual total Office sales** over the year.
- **Average sales per month** for each office over the year.
- **Highest sales** from an office each month.
- **Lowest sales** from an office each month.

<i>MicroSponge</i>	Month	Jan	Feb	Mar	Dec	Year Total
	<i>Monthly Totals</i>					
OFFICE	Total Sales per Office				Average Sales per Office	
London						
Midlands						
North						
Northern Ireland						
Scotland						
South East						
South West						
Wales						
Largest Sales						
Smallest Sales						

What you have to do

- 1 Create the spreadsheet (**January → December**) in Excel, **entering sales (\$0,000 → \$5,000)** for each office each month.
- 2 The shaded cells contain **formulae** - type them in. You'll need the following formulae:
`=SUM(start:finish)`, `=AVERAGE(start:finish)`, `=MAX(start:finish)` and `=MIN(start:finish)`
- 3 Create a suitable **chart** showing the **Total Sales per Office** for each office.
- 4 Create another **chart** showing the **Monthly Totals** for each month.
- 5 Save the spreadsheet as **Department Total Spreadsheet**