

Spreadsheet Sample Problem

Quarterly Sales Report
January - March 2002

Sales Person	Base Salary	Sales	Commission - 5%	Salary
Jim Smith	1,000	525		
Mary Jones	1,000	525		
Sam Peters	1,000	525		
Martha Jam	1,000	525		
Total				

Instructions:

1. Widen columns A and B so all information is visible
2. In cell A1 add the store name as a numeric label (The store name is "8-2-1")
3. Center the titles across the selection
4. Total the Base Salaries, Sales, Commission and Salary columns (B10 through E10)
5. Calculate the commission (Hint: Sales * 5%)
6. Calculate the salary for each sales person (Hint: Base Salary + Commission)
7. Center, bold and underline the column headings
8. Format all money amounts to two places after the decimal
9. Change to landscape orientation
10. Add header with your name and today's date
11. Fit the spreadsheet to one page

Printing instructions:

12. Print with gridlines
13. Print a regular copy
14. Print showing formulas