**INTERMIDIATE EXERCISE**

# DIRECTIONS:

You are the owner of a fruit store and have been in business for one complete year 2013. Construct a spreadsheet using the data below to display the sales figures for your first year of operation.

# Steps:

1. Enter the raw data below, applying as many presentation Features (Font, Font Size, Font Color, Number Formats and Color, Cell Shading, Text Rotation, etc.) to it as you wish.
2. Apply appropriate number formats to your numbers.
3. Center your spreadsheet horizontally on the page
4. Give your spreadsheet an appropriate title and center it across your spreadsheet.
5. Select the best page orientation for your spreadsheet.
6. Adjust the column width and row height to suit the layout you have selected.
7. Create formulas to calculate totals for each month.
8. Create formulas to calculate totals for each fruit item.
9. Create formulas to calculate the total for all fruit sales.
10. Setup an appropriate header for this spreadsheet.
11. Setup a page number for this spreadsheet and place it in the footer.
12. Save your file when done. It will be use in the following exercise.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Month | Apples |  | Month | Bananas |  | Month | Oranges |  | Month | Kiwifruit |
| January | $2298 | January | $6899.21 | January | 4923.88 | January | 3349.12 |
| February | $3512.56 | February | $6755.33 | February | 4444.99 | February | 3899.87 |
| March | $4929.67 | March | $6541 | March | 3851 | March | 4336 |
| April | $5883 | April | $6032.79 | April | 3399.88 | April | 4892.01 |
| May | $6237.77 | May | $5822.72 | May | 3020.03 | May | 5217.97 |
| June | $6566.78 | June | $5968 | June | 3411.89 | June | 4764.1 |
| July | $6213.88 | July | $6333.33 | July | 3567.09 | July | 4523.22 |
| August | $6001 | August | $6544.11 | August | 3999.91 | August | 4501 |
| September | $5799.69 | September | $6845.45 | September | 4255.88 | September | 4219.91 |
| October | $5527 | October | 7000.01 | October | 4873 | October | 3877.49 |
| November | $3914.55 | November | 7216.27 | November | 5214.95 | November | 3712.12 |
| December | $2564.99 | December | 7283 | December | 5521.17 | December | 3555.56 |

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