Excel Assignment #3

"Sales Employee of the Quarter"

Directions: You are the owner of a used car dealership and you are trying to promote sales with your car salesmen (& saleswomen) for the first quarter of the year. You have been given sales figures for each month of the quarter and you need to figure out who is the salesman (or woman) of the quarter. You had promised a trip to Hawaii for the winner so it is important to find out who is the deserving of it.

There are two factors in considering the winner. First, you need to take into account the overall sales amounts that each of your employees have had over the course of the three months. Secondly, you need to consider the service ratings that were given by the customers at the time of the vehicle purchase. Sales points are figured by dividing by 100,000. For example, $800,000 in overall sales would equal **8** sales points ($800,000 / 100,000). The customer service points are added to the sales points to get the total points.

Last quarter's sales are shown for you to look at. Your finished product should look similar. Make sure you show a column chart showing the overall points. You must also order the names by the total pints (largest to smallest).

Here are steps to complete the assignment:

1. Open a blank workbook and setup your worksheet
   a. Make sure you have a title centered at top "1st Quarter Sales- 2014"
   b. Use a column width of 14 (right click on column letter & select "column width)
   c. Use a "landscape" layout
   d. Make sure sales figures are in dollar amounts
2. Find the "Sales Total"
3. Find the "Sales Points" (remember: Sales Points = Total Sales / 100,000)
4. Find the "Total Points" (service points + sales points)
5. Rank the Employees by "Total Points"
6. Create Column Graph (When you select data- you will need to select just the "salesperson" column & the "total points" column. Hold down the "Ctrl" key to select multiple columns without selecting the ones in between.)
7. Make sure to put the winner clearly on the sheet somewhere