**GO! ECH01 H1 - Gym Sales 2.1**

**Project Description:**

*In the following project, you will create a worksheet comparing the sales of different types of home gym equipment sold in the second quarter.*

**Instructions:**

For the purpose of grading the project you are required to perform the following tasks:

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| **1** | Start Excel. Download and open the file named Gym Sales | 0.000 |
| **2** | Change the worksheet theme to Wisp. | 4.000 |
| **3** | Use the fill handle to enter the months May and June in the range C3:D3. | 6.000 |
| **4** | Merge & Center the title across A1:F1, and then apply the Title cell style. Merge & Center the subtitle across A2:F2, and then apply the Heading 1 style. Center the column titles in the range B3:F3. | 10.000 |
| **5** | Widen column A to 180 pixels, and then widen columns B:F to 115 pixels. In the range B7:D7, enter the following values: **137727.85, 121691.64,** and **128964.64.** | 10.000 |
| **6** | In cell B8, use the AutoSum button to sum the April sales. Fill the formula across to cells C8:D8. In cell E4, use the AutoSum button to sum the Basic Home Gym sales. Fill the formula down to cells E4:E8. | 10.000 |
| **7** | Apply the Heading 4 cell style to the row titles and column titles, and then apply the Total cell style to the totals in the range B8:E8. | 6.000 |
| **8** | Apply the Accounting Number Format to the first row of sales figures and to the total row. Apply the Comma Style to the remaining sales figures. | 6.000 |
| **9** | Select the range that represents the sales figures for the three months, including the month names and the product names—do not include any totals in the range. With this data selected, use the Recommended Charts command to insert a Clustered Column chart with the month names displayed on the category axis and the product names displayed in the legend. | 10.000 |
| **10** | Move the chart so that its upper left corner is positioned in cell A10. | 6.000 |
| **11** | Apply Chart Style 6 and Color 2 under Colorful. Modify the Chart Layout by applying Layout 1. Change the Chart Title to **2nd Quarter Home Gym Sales**. | 10.000 |
| **12** | In the range F4:F7, insert Line sparklines that compare the monthly data. Do not include the totals. Show the sparkline Markers and apply Sparkline Style Accent 2, Darker 50%—in the first row, the second style. | 10.000 |
| **13** | Center the worksheet Horizontally on the page, and then insert a Footer with the File Name in the left section. | 6.000 |
| **14** | Change the Orientation to Landscape. | 6.000 |
| **15** | Save and close the document. Exit Excel. Submit the file as directed. | 0.000 |
|  | **Total Points** | **100.000** |