2). As an administrator of the Garden Hardware Company, you are expected to use the spreadsheet to produce accurate monthly sales statistics for each sales area.

Area	December	Area	January	Area	February	Area	March	Area	April
Central	4995	Central	5095	Central	5196	Central	5289	Central	5410
East	6050	East	6161	East	6272	East	6385	East	6499
North	3002	North	3082	North	3163	North	3245	North	3327
NW	4003	NW	4093	NW	4184	NW	4276	NW	4369
SW	6995	SW	7115	SW	7236	SW	7359	SW	7482
South	7995	South	8152	South	8256	South	8389	South	8523
West	2999	West	3079	West	3160	West	3242	West	3324

a). setup a spreadsheet file in the most appropriate format that shows:

- the monthly sales for each area (8 marks)
- the total sales for each month (4 marks)
- the overall total of all areas (4 marks)
- Save it as A:\Company (2 marks)

b). i). Copy the spreadsheet above to a new sheet (2 marks)
   ii). Rename the new sheet as exam (2 marks)
   iii). Bold, centre, and italicize as a main heading the two-line title: (6 marks)

The Garden Hardware Company
Sales Figures for December to April 2003
   iv). Insert your name and index number as the header of the spreadsheet (2 marks)
c). The may and June values are calculated as follows

May
- all the areas witnessed a drop of 25 % of the March figures except the Northern region

June
- Central, SW, South and Western areas witnessed an increase in their values by 1200
- The rest of the areas all dropped by 10%

i). Insert two columns in the worksheet and label them as May and June respectively (2 marks)
ii). Calculate the figures for all the areas for the months of May and June (8 marks)
iii).Create a column chart showing the areas and the months of January, February, May and June

(7 marks)
iv). Save the file as A:\chartl
     print Company, Exam, chart 1 (3 marks)