

Changes in wording are shown in **BOLD**.

Do Exercise 2 on p. EX 245. Note that there are no formulas provided. Make sure you have all the following:

Content/Sections

- A **Revenues section** (shown in the book) with Subscriptions and Advertising, as shown.
- Totals for the Subscriptions and Advertising rows.
- A **Total Revenues row, including monthly totals and a total for the Totals column.**

- An **Expenditures section**, below the Revenue totals. This will contain one line for every line in the Assumptions section. The value in each cell will be the Assumptions value for that field (an absolute cell reference) times the total revenue for that month. So the cell for Marketing Expenditures for February will be the Marketing assumptions percentage times February total revenues. The formulas will be similar for each cell in the Expenditures section.
- Totals for the Expenditures rows and columns.

- An **Operating Income section** below the Expenditures, showing the income for each month (and totals). The operating income is Revenues minus Expenditures.

Appearance

- A theme, chosen from the Themes menu.
- A title, formatted as a title and centered, using Merge and Center.
- A sub-head also formatted as Title, centered using Merge and Center, and made smaller than the main title.
- A background color for the top two rows.
- Heading 3 style for the column headings.
- Totals style for the Totals rows and columns. Increase the height of the row below the Total so that there is space between the totals and the lines below. **There are 3 totals rows.**
- Currency number format for monetary amounts in the top row of each section and in the **total** row of each section, with \$ and two decimal places, with negative values represented in black in parentheses, with no minus sign.
- Comma format for monetary amounts in the middle rows, with negative values represented in black in parentheses, with no minus sign.
- Columns sized to fit or larger to be attractive.
- A header containing your name, section, and the theme chosen for the Worksheet.
- Change the worksheet name on the tab to the name used in the title.

A Pie Chart

- A 3-D pie chart to represent the percentage of the total of each of the 5 categories of expenditures (use the row headers and the totals column to create the pie chart).

- Put the 3-D pie chart on a new page and label the tab. Make the 3-D pie chart the second page of the workbook.
- Change the colors of the pie chart so that each slice is a different color, not shades of the same color.
- Change the bevel of the pie chart.
- Label the slices of the pie chart with the Expenditures category, amount, and its percent of the total, each on a separate line (select New Line as a separator)
- Supply chart title, underlined
- Remove legend
- Rotate so largest slice is in lower left
- Explode largest slice 28%
- Label the tab of the worksheet containing the pie chart
- Make the pie chart the second tab in the Workbook
- Set landscape orientation.
- Print the worksheet and the pie chart

What-if Analysis

- Change the worksheet by doing the What-if questions on pg. 246 under Table 3-18. The book has an error; the resulting Total Operating Income after the two changes will be \$57,162.17, an increase of \$9,118.59.
- Print the changed worksheet.

What to submit:

- **Hand in** the two-page worksheet (spreadsheet and pie chart), and a worksheet showing the result of the What-If changes.
- **Email me** the same things.