

Assignment 2 - Excel

Data File

02.Sales Summary.xlsx

Steps

1. Open the workbook **Sales Summary.xlsx**.
2. Verify that the **Summary** worksheet is selected, and enter a function that will total each region's quarterly sales.
3. Enter a function that will total each region's total sales.
4. Apply conditional formatting to the region names when total sales for the Region are over \$3,500,000, with green colour and below 3,000,000 with red colour.
5. By naming the cell range, calculate the total sales & average for each quarter.
6. Create a 2-D clustered column chart from the data in **A1:E6**, and then move it to **G1**.
7. Insert a linear trendline for "**Quarter4**" data, forecasting forward two periods.
8. Create a dual-axis combo chart from the data in **A8:E10**.
9. Set the Average/Quarter values on the secondary axis and move the chart to **B18**.
10. Upload the **XLSX** file after saving with your registration number (Ass2_reg_no.xlsx).