

Quarterly Sales Report								
January - March 2011								
Sales Person	Base Salary	Sales	Commission - 5%	Salary				
Jim Smith	1,000	525						
Mary Jones	1,000	525						
Sam Peterso	1,000	525						
Martha Jame	1,000	525						
Total								

Instructions:

1. Widen columns A and B so all information is visible
2. In cell A1 add the store name as a numeric label (The store name is "8-2-1")
3. Center the titles across the selection
4. Total the Base Salaries, Sales, Commission and Salary columns (B10 through E10)
5. Calculate the commission (Hint: Sales * 5%)
6. Calculate the salary for each sales person (Hint: Base Salary + Commission)
7. Center, bold and underline the column headings
8. Format all money amounts to two places after the decimal
9. Change to landscape orientation
10. Add header with your name and today's date
11. Fit the spreadsheet to one page

Printing instructions:

12. Print with gridlines
13. Print a regular copy
14. Print showing formulas