

8-2-1				
Quarterly Sales Report				
January - March 2002				
<u>Sales Person</u>	<u>Base Salary</u>	<u>Sales</u>	<u>Commission - 5%</u>	<u>Salary</u>
Jim Smith	1,000.00	525.00	26.25	1,026.25
Mary Jones	1,000.00	525.00	26.25	1,026.25
Sam Peterson	1,000.00	525.00	26.25	1,026.25
Martha James	1,000.00	525.00	26.25	1,026.25
Total	4,000.00	2,100.00	105.00	4,105.00
Instructions:				
1. Widen columns A and B so all information is visisble				
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 forumulas				