Participant´s information: _____

Instructions

To begin with, read the entire task carefully. While performing the tasks, you may use handbooks, notes and help-functions.

The test files are found in:

_____

Save all the test files to:

_____

Save all files as **filename_lastname**. The filename is given in the task; "lastname" is replaced by your own last name.

Finally, make sure that you have completed each task and that you have saved your work to the correct folder. When finished, please return all papers to the supervisor.

The examination time is 45 minutes.

Task

Your task is to create a stock report according to the example below.

STOCK REPORT

				Increase %	20
Product number	Product	Amount kg	Purchase price	Selling price	Stock value
21011	Banana	534	0,25	?	?
22432	Orange	1112	1,26	?	?
44151	Apple	318	1,01	?	?
77719	Grape	344	1,6	?	?
35166	Lemon	120	1,09	?	?
44812	Melon	68	1,26	?	?
Total				?	?

Create formulas in the cells marked now with a question mark. Use cell references and copying within formulas.

Calculate the formulas as follows:

• Selling price is 20 % higher than Purchase price, so:
  Selling price = Purchase price + Purchase price × increase percentage/100.

• Stock value = Amount kg × Purchase price

Save the file as **Stock_lastname**

Insert a new product row to your table:

44502	Pear	316	1,01	?	?

Copy the formulas to the new row, so that everything is correct after inserting a row.

Format the table according the following instructions:

- Format cells in columns Selling price and Stock value and in row Total so, that the values are in Euros with two decimals.

- Sort the table according to Product numbers in ascending order.

- Make sure that the table looks neat (column widths, alignments, borders).

- Set the title STOCK REPORT in boldface.

Create a pie chart on the stock value per product. Make sure that the chart has descriptive titles.

Save the changes.

Thank you for accomplishing the task. Please make sure to return all documents, attachments and printouts to the supervisor.