

# OLD NAVY SALES

## Activity Overview

Gap® Inc. opened the first three Old Navy® stores in 1994, in the Northern California cities of Colma, San Leandro, and Pittsburg. Old Navy's® mission is to offer affordable, fashionable clothing and accessories for the whole family. Their merchandise is sold under the Old Navy® name in their stores and on their Web site.

The following activity illustrates how spreadsheets can be used to calculate percent of sales for each department as it relates to the total sales for the week.

*In this activity, you will practice how to:*

1. Use the absolute cell reference in a formula.

## Instructions

1. Create a NEW spreadsheet.

Note: Unless otherwise stated, the font should be set to Arial, the font size to 10 point.

2. Type the data as shown.

3. Bold cell A2 and change the font size to 16 point.

4. Bold and underline rows 12 and 35.

5. Bold cell E1.

6. Format the width of column A to 20.0 and left align.

7. Format the width of columns B - D to 15.0 and right align.

8. Format cells B14 - D35 as numbers displaying 2 decimal places.

9. Format the width of column E to 15.0 and right align.

10. Format cells E14 - E35 as percentages displaying 2 decimal places.

11. Compute the total for column B, SALES -> In cell B35, type =SUM(B14:B33)

12. Compute the formulas for the first department as follows:

a. TAX=8.625%\*SALES -> In cell C14, type =8.625%\*B14

b. TOTAL=SALES+TAX -> In cell D14, type =B14+C14

c.         $\% \text{ OF SALES} = \text{SALES} / \text{TOTAL SALES}$  -> In cell E14, type =B14/\$B\$35

Note: The dollar signs in the % OF SALES formula generates the absolute cell reference.

13. Use the AutoFill feature to copy the formulas down for the remaining departments.
14. Enter formulas to total columns C - E.
15. Display formulas in your spreadsheet by using <CTRL> +x to check for accuracy.
16. Carefully proofread your work for accuracy.
17. Save the spreadsheet as OLD NAVY SALES.
18. Analyze the changes made to the data in the spreadsheet.
19. Set the Print Area to include all cells containing data in the spreadsheet.
20. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
21. Print a copy of the spreadsheet if required by your instructor.

	A	B	C	D	E
1	Activity 31 Student Name				
2	OLD NAVY				
3	FLATBUSH CENTER				
4	1009 Flatbush Avenue				
5	Brooklyn, NY 11226				
6					
7					
8	Girl's Department Sales Breakdown				
9	December 18-24, 2005				
10					
11					%OF
12	DEPARTMENT	SALES	TAX	TOTAL	SALES
13					
14	New Arrivals	2123.54			
15	Glam Central	1287.63			
16	Shop By Outfit	1689.36			
17	Wear to Work	1065.21			
18	Tees & Camis	1547.36			
19	Pants	1637.36			
20	Top Trends	1345.32			
21	Graphic Tees	1547.43			
22	Skirts & Dresses	1897.12			
23	Shirts	1776.04			
24	Outerwear	1893.78			
25	Activewear	1987.85			
26	Sweaters	1569.45			
27	Jeans & Cords	1383.12			
28	Sleepwear & Intimates	1024.98			
29	Shoes	2436.78			
30	Tanks & Polos	1532.25			
31	Outfits	1931.45			
32	Shorts & Capris	1828.91			
33	Accessories	1732.28			
34					
35	TOTALS				