

Month	Sales (\$millions)	Goal for Percent Increase from the Previous Year	Percent Increase from 2009 to 2011	Percent Increase from 2009 to 2012
Jan-09	3.23			
Feb-09	3.18			
Mar-09	3.12			
Apr-09	3.25			
May-09	3.09			
Jun-09	2.87			
Jul-09	2.82			
Aug-09	2.85			
Sep-09	3.17			
Oct-09	3.26			
Nov-09	3.18			
Dec-09	3.34			
Jan-10	3.29	2%		
Feb-10	3.24	2%		
Mar-10	3.18	2%		
Apr-10	3.32	2%		
May-10	3.15	2%		
Jun-10	3.01	5%		
Jul-10	2.96	5%		
Aug-10	2.99	5%		
Sep-10	3.23	2%		
Oct-10	3.33	2%		
Nov-10	3.24	2%		
Dec-10	3.41	2%		
Jan-11	3.36	2%	4.04%	
Feb-11	3.31	2%	4.04%	
Mar-11	3.25	2%	4.04%	
Apr-11	3.38	2%	4.04%	
May-11	3.21	2%	4.04%	
Jun-11	3.16	5%	10.25%	
Jul-11	3.11	5%	10.25%	
Aug-11	3.14	5%	10.25%	
Sep-11	3.30	2%	4.04%	
Oct-11	3.39	2%	4.04%	
Nov-11	3.31	2%	4.04%	
Dec-11	3.47	2%	4.04%	
Jan-12	3.43	2%		6.12%
Feb-12	3.37	2%		6.12%
Mar-12	3.31	2%		6.12%
Apr-12	3.45	2%		6.12%
May-12	3.28	2%		6.12%
Jun-12	3.32	5%		15.76%
Jul-12	3.26	5%		15.76%
Aug-12	3.30	5%		15.76%
Sep-12	3.36	2%		6.12%
Oct-12	3.46	2%		6.12%
Nov-12	3.37	2%		6.12%
Dec-12	3.54	2%		6.12%

Project Description:

You noticed that the sales during the summer at your company this year were lower than all the other months. As the sales manager, you decided to setup some percent increase goals to try to get your summer sales even with the sales for the rest of the year. You setup this Excel spreadsheet to see what kind of percent increases would be needed to achieve your goal.

Table Instructions:

- 1) The only typing is setting up the headings in the top row as shown and the values that are unshaded.
- 2) It is not necessary to shade your cells, that is for instruction illustration only.
- 3) To enter the dates, type Jan-2009 and hit enter.
- 4) Copy drag Jan-2009 to Dec-2012.
- 5) Enter the sales values for the first year, unshaded cells.
- 6) Enter the percent increase from the previous year values. Note that Jun, Jul and Aug are 5% and all others are 2%.
- 7) To get the sales values for the last three years, enter a formula to apply the goal for percent increase value from the previous year (one formula then copy drag).
- 8) To get the percent increase values from 2009 to 2011, enter an appropriate formula (one formula then copy drag).
- 9) To get the percent increase values from 2009 to 2012, enter an appropriate formula (one formula then copy drag).

Chart Instructions:

- 1) Select/Highlight the values for months and sales and then insert a chart.
- 2) Customize your chart with the appropriate headings and labels.