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| **Memorandum** | E:\Users\bergg\Documents\My Templates\Word\Accountancy\Accountancy\Accountancy_color_h.png |

To: 4320 Students

From: Gary G. Berg

Date: February 7, 2024

Re: Assignment 4 – data types in **excel**

* This assignment is **Lab 3-1**
	+ Note: Use the appropriate count where applicable
* Required:
	+ Download the Excel file for this assignment.
* Requirements
	+ You will be creating the following with indicated modifications **(Master the Data)**
		- Skip Step 1
		- Step 2 & 3 (these seps being applied to sales data with the indicated modifications)
			* **Pivot table 1** showing **total Sales order quantity** instead of average sales order quantity as well as total dollar sales for each product.
			* Create a column chart of the pivot table. (Enhance using data labels or data table)
			* Name the sheet Product
		- Additional Steps **(Master the data)**
			* **Pivot table 2** showing
				+ Total number of sales orders by customer and total dollars sales by customer (Name the sheet Customer)
			* **Pivot table 3** showing
				+ Total number of sales orders processed by each employee and total dollar value of sales orders processed (name the sheet Employee)
				+ Create a column chart of the pivot table (Enhance using data labels or data table)
			* **Pivot table 4** showing
				+ Number of sales orders for each product by year, quantity sold for each product by year, and the total dollar sales totals for each product by year. Show the year sub totals.
				+ Name the sheet Year
1. Submit the completed Excel file via the D2L dropbox. (You are not submitting screenshots)
	1. **Files submitted to the wrong dropbox will receive a grade of 0**
	2. **Failure to follow directions will result in a grade of ZERO**
2. **Additional Note: Make sure you submit the Excel file and not the temp file that is created when you are in Excel.**
	1. **The temp file is erased when you exit an Excel, but there may be a delay before that happens.**
	2. **The Temp file size is only 1 KB**
	3. **It is your responsibility to make sure that you upload the correct file. Failure to do so will result in a grade of zero**
3. This is **not a** group assignment. Students should work independently.
	1. **Copying/plagiarism** will result in a **grade of 0** for all parties involved.
4. **Due on 02-13-2024, 11:30 p.m.**
5. **Remember, file must be virus free**. (**Any assignment received containing a Virus receives a grade of 0)**