Open a new file and name the file, <Your Name> Midterm. Create a table as shown below. Format the text, text color and cells to display a beautiful spreadsheet that is easy to read. Find the total cost by day and by category. Then find the average sales, high sales and low sales by category. Make a pie and bar chart as shown, one with weekly sales and the other by category sales.
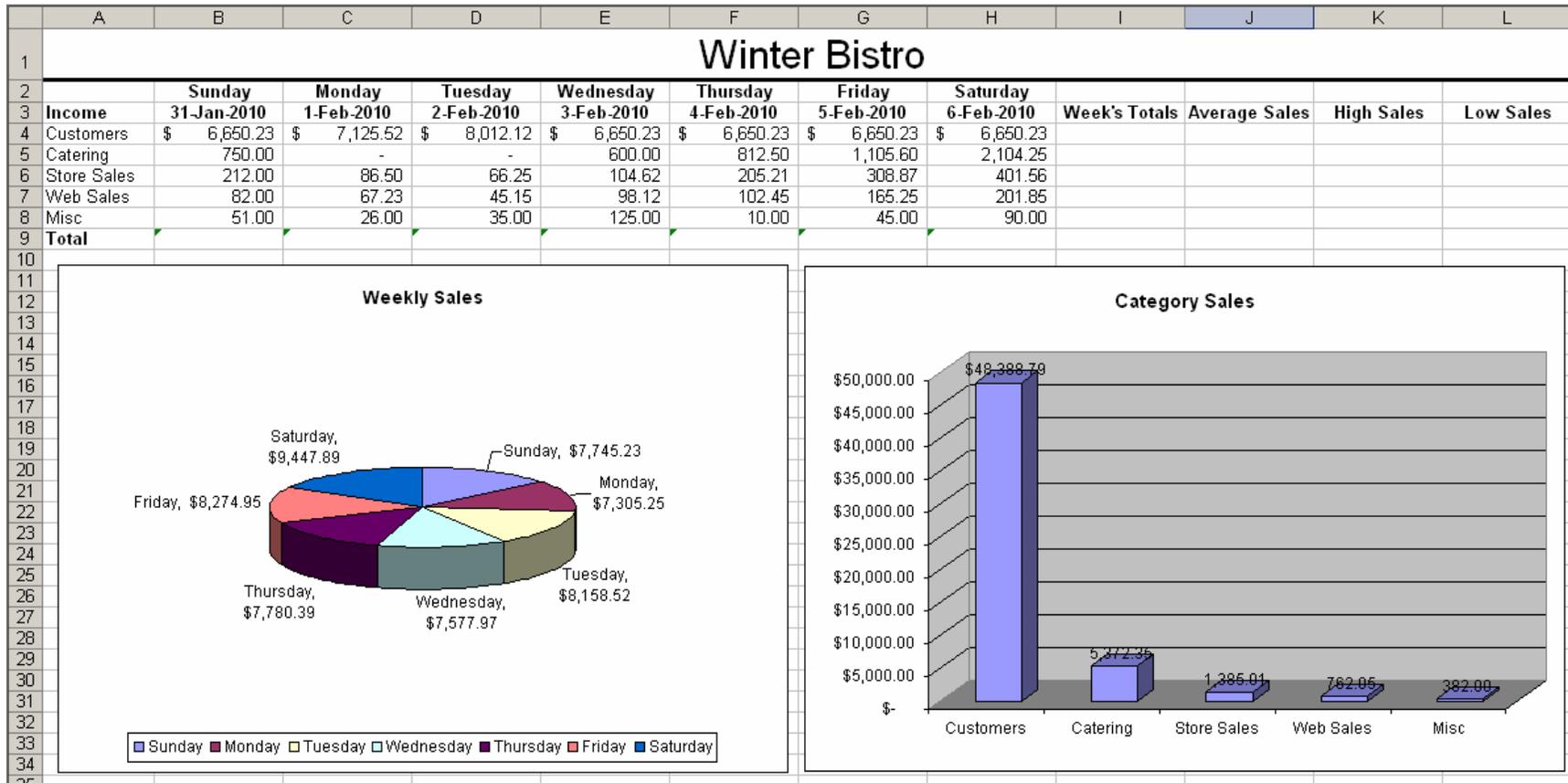
Winter Bistro

	Sunday 31-Jan-2010	Monday 1-Feb-2010	Tuesday 2-Feb-2010	Wednesday 3-Feb-2010	Thursday 4-Feb-2010	Friday 5-Feb-2010	Saturday 6-Feb-2010	Week's Totals	Average Sales	High Sales	Low Sales
Income											
Customers	$ 6,650.23	$ 7,125.52	$ 8,012.12	$ 6,650.23	$ 6,650.23	$ 6,650.23	$ 6,650.23				
Catering	750.00	-	-	600.00	812.50	1,105.60	2,104.25				
Store Sales	212.00	86.50	66.25	104.62	205.21	308.87	401.56				
Web Sales	82.00	67.23	45.15	98.12	102.45	165.25	201.85				
Misc	51.00	26.00	35.00	125.00	10.00	45.00	90.00				
Total											

Weekly Sales

Saturday, $9,447.89
Sunday, $7,745.23
Monday, $7,305.25
Tuesday, $8,158.52
Wednesday, $7,577.97
Thursday, $7,780.39
Friday, $8,274.95

Legend: Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Category Sales

$50,000.00
$45,000.00
$40,000.00
$35,000.00
$30,000.00
$25,000.00
$20,000.00
$15,000.00
$10,000.00
$5,000.00
$-

$48,388.79
5,372.35
1,385.01
762.05
382.00

Customers Catering Store Sales Web Sales Misc

Figure 1 – Spreadsheet with Charts

Select File then Page Setup. In the Page Setup window, select Landscape and Fit to 1 page as shown in the image to the right.

Print the spreadsheet.

Send a memorandum to Chef Williams at the Winter Bistro with a 5-sentence paragraph describing your Roma Basil soup. The digital image of the soup as shown below is in the public drive and in the clip art library. Insert the image into your memorandum after your description. Your memo heading is shown below. Save the document as

<Your_Name_Memo>

_____

Columbus Culinary Institute
2435 Stelzer Rd, Columbus, Ohio 43219
614-944-4200 or 877-506-5006

To: Chef Williams, Winter Bistro

From: (your name), Chef Apprentice

Date: January 29, 2010

Subject: Description of the Roma Basil Soup for the Special's Menu

Print the Word Document.

Staple in this order.

1. Checklist
2. Excel Spreadsheet
3. Memorandum