Dog Sales

The information in the table shows the monthly sales of dogs from a pet shop.

	February	April	June	July	September	October	November	December
Beagle	2	0	2	1	1	1	0	4
St Bernard	1	0	0	1	0	1	2	2
Collie	8	1	3	2	3	2	3	8
Cocker Spaniel	4	2	1	0	2	2	0	4
Afghan	1	0	0	1	0	0	0	2
Greyhound	3	2	0	2	1	1	1	2
Labrador	6	3	2	3	2	2	2	3
Husky	0	1	2	3	4	2	0	3
Bulldog	1	0	1	1	1	0	2	2

Tasks

a. **Open** a new spreadsheet and copy the data.

b. Find the **total**, **average**, **maximum** and **minimum** sales for February [=SUM(B2:B10)] etc.

c. Reduce the calculated average to **1 decimal place**.

d. **Fill across** all 4 rows to find this information for the other months.

e. Find the **total**, **average**, **maximum** and **minimum** sales of the Beagle [=SUM(B2:I2)] etc.

f. Reduce the calculated average to **1 decimal place**.

g. **Fill down** all 4 columns to find this information for the other dogs.

h. Add **8 headings** for these extra rows and columns.

i. Insert a **pie chart** displaying the sales of each dog during February.

j. Insert a **line chart** displaying sales of Collie, Greyhound and Labrador dogs across all months.

k. Turn the page to **landscape** using 'Page Setup' under 'File' in the main menu.

l. Change all text to **Arial Size 9**, and adjust the **column widths** so that they all fit neatly on the page.

m. **Bold** all headings and the calculated totals.

n. Fill all heading cells with the background colour **gold** and all calculation cells **light yellow**.

o. Place **borders** around all cells containing data, but not the others.

p. **Save** your work as "Dog Sales".