

Intro To Computers

Excel #1 – Altac Bicycles

Objective: Help a financial consultant for Altac Bicycles prepare an income statement for the company.

Note: Items typed in **bold** are what you are to enter into the spreadsheet.

1. In your *Intro to Computers* folder, create a folder titled *first_last_excel_1* using your first and last name.
2. Download the *excel_1.zip* file from <http://www.missblomeyer.com>. Copy *Altac.xlsx* and put it in your *first_last_excel_1* folder.
3. Open *Altac.xlsx* and make the following changes:

- a. Insert 3 new rows at the top of the *Sheet1* worksheet, and then enter the following text on two lines inside cell A1:

Altac Bicycles
Income Statement*

- b. In cell A2, enter **For the Years Ended December 31, 2007 through December 31, 2009**
- c. In cell A18, capitalize the word *Income*.
- d. Increase the width of column A to 18 characters
- e. Increase the width of column B to 25 characters.
- f. Autofit the row height of row 1.
- g. In the range C6:E7, enter the following net sales and cost of sales figures:

	<u>2009</u>	<u>2008</u>	<u>2007</u>
Net Sales	12,510	10,981	9,004
Cost of Sales	4,140	3,810	3,011

- h. In the range C11:E14, enter the following expense figures:

	<u>2009</u>	<u>2008</u>	<u>2007</u>
Salaries and Wages	1,602	1,481	1,392
Sales and Marketing	2,631	2,012	1,840
Administrative	521	410	324
Research and Development	491	404	281

- i. You will enter this data in C18:E18, C20:E20, and C24:E24:

	<u>2009</u>	<u>2008</u>	<u>2007</u>
Other Income	341	302	239
Income Taxes	1,225	1,008	781
Shares	3,581	3,001	2,844

- j. In the range C8:E8, enter a formula to calculate the *gross margin* for each year, where the gross margin is equal to the net sales minus the cost of sales.
 - k. In the range C15:E15, enter the SUM function to calculate the *total operating expenses* for each year, where the total operating expenses is the sum of the four expense categories.
 - l. In the range C17:E17, enter a formula to calculate the *operating income* for each year, where the operating income is equal to the gross margin minus the total operating expenses.
 - m. In the range C19:E19, enter a formula to calculate the *pretax income* for each year, where pretax income is equal to the operating income plus the other income.
 - n. In the range C22:E22, enter a formula to calculate the company's *net income* for each year, where net income is equal to the pretax income minus income taxes.
 - o. In the range C25:E25, enter a formula to calculate the *earnings per share* for each year, where earnings per share is equal to the net income divided by the shares.
 - p. Rename *Sheet1* to *Income Statement*.
 - q. Delete *Sheet2* and *Sheet3*.
 - r. Use the spell checker to find and fix any spelling errors. Ignore the spelling of Altac.
 - s. Save your file and exit out of Excel.
4. Zip up your *first_last_excel_1* folder. Turn in your *first_last_excel_1.zip* file.