|  |
| --- |
| CS165grantham_circle.jpgW4 Google Sheets Assignment |

#

This week you will practice using some of the helpful collaborative functions and formatting Google Sheets offers. While Sheets is not as robust as Excel, its cooperative features allow users to quickly communicate and share data across the world with ease. Your goal with this assignment is to edit an excerpt of a sales spreadsheet for an office supply superstore that has a North American sales representatives in the US, Canada, and Mexico so that a sales analyst can get a real-time picture of weekly sales trends by region.

1. Download [this sample Excel file](https://content.grantham.edu/at/CS165/CS165W4GoogleAssignmentDataFile.xlsx) to your computer and upload it to your Drive to convert it to Google Sheets.
2. You will notice that in Columns L and M, a country and market is listed once but isn’t filled in throughout the rest of the rows. Use the copy fill tool to extend Mexico and Mexico City down to row 25, Canada and British Columbia down to row 52, and USA and Los Angeles through row 100.
3. You will also need to insert an empty row between each of your three different markets (i.e. one empty row after the last row of Mexico data and one empty row after the last row of Canada data)
4. Define and name all three sets of market data.
5. You will use the SUM function to display total sales and net profit in columns F and H for EACH market. Your totals will come from using the cell ranges in both columns in your function.
6. Format your sales and profit totals with a solid black border and bold the text.
7. Create an empty column to the right of Column F and name the column “Current Exchange Rate”
8. Use the CURRENCY function to import current exchange rates from Google Finance. The syntax for this is:

=GoogleFinance("CURRENCY:<from first currency> <to second currency>")

You will need to put in the appropriate currency codes from in the correct order. For example, if I wanted to display the exchange rate between British pounds and the Euro, I would use (“CURRENCY:GBPEUR”)

Mexican currency code: MXN

Canadian currency code: CAD

9) Use the copy fill tool to fill in the exchange rate for the appropriate rows in that column.

10) Set conditional formatting in the Profit column to turn a cell red if the profit is negative (i.e. less than 0)

11) Set conditional formatting in the Sales column to turn a cell green if the sales exceed $2,000.

12) Use the sort tool only show sales data related to the Small Business customer segment.

13) Share your workbook and set to “anyone with a grantham.edu address can EDIT”. Copy and paste the link into your W4 assignment dropbox.