

Project Three:

1. Start Excel and open a new workbook.
2. Enter the following information from the table below in your worksheet.
Arrange it so that the data is presentable and calculate all the necessary totals using the appropriate formulas:

Sales Rep	January	February	March	Total Per Quarter	
Mary Guerin	33,860	33,790	23,390		
Josh Phillips	27,690	33,760	28,809		
Maria Gonzalez	18,763	23,870	28,109		
Mike Anderson	34,790	28,905	54,389		
Mark O'Neill	44,215	15,790	20,200		
Ellen Burke	40,400	38,761	21,589		
Jessica Finlay	18,140	28,209	30,189		
Trevor Duncan	19,796	16,790	31,292		
Monthly Totals					

3. The titles of all column headings are to be bold.
4. The Row Heading, *Monthly Totals*, is to be bold.
5. Format all numbers to currency with 0 decimals.
6. Add a merged and centered main title, **Top Sales Reps for 1st Quarter**, size 16 Font.
7. Create a pie chart of each sales rep's January sales and place it beneath the worksheet. Show percentages on the pie chart and place the legend at the bottom of the chart.
8. Place your name between the worksheet and the pie chart.
9. Save the worksheet as, *Project 3*.