

1. Open the spreadsheet application and open the file called **games.xlsx** from your folder .Save the **games.xlsx** spreadsheet as **sportsbudget.xlsx** to your folder.

- On the **budget** worksheet.

2. Enter a formula in **cell B13** to calculate the sum of the **cell range B5: B12**. Copy the formula in **cell B13** to the **cell range C13: F13** and save.
3. Enter a formula in **cell B16** to calculate the maximum sales in the **cell range B5: B12**. Copy the formula in **cell B16** to the **cell range C16: F16**.
4. Enter a formula in **cell B17** to calculate the minimum sales in the **cell range B5: B12**. Copy the formula in **cell B17** to the **cell range C17: F17**.
5. Enter a formula in **cell B18** that will calculate the number of sales values in the **cell range A5: A12**.
6. Enter a formula in **cell J8** that find the difference between “**Footerwear**” in cell **F5** and “**Sportswear**” in cell **F6**.
7. Enter a formula in **cell J11** that displays the text “**Good**” in **cell L2** if the number in **cell F13** is **greater than 40000** otherwise displays the text “**Bad**”.
8. Enter a formula in **cell J14** that multiplies the value in **cell F5** by **L4**.
9. Add your **First and Last Name** into the right section of the header of the **budget** worksheet.
10. Insert **File Name** into the **Left** section of the **Header**.
11. Insert **Page Number** into the **Left** section of the **Footer**.
12. Insert **Date and Time** into the **Right** section of the **Footer**.
13. **Freeze** Row 1.

- On the **sportswear** worksheet

1. Create a **pie** chart from the data with cell range **A2 B5**.
2. Add the title **Sportswear Sales** to the chart.

- On the **department** worksheet

1. Enter a function in **cell E7** to round the content of **cell D7** to no decimal places. Copy the function in **cell E7** to the **cell range E8: E14** and save.

- On the **sports equipment** worksheet

1. Add the **title: "Sports Equipment Chart"** to the chart.
2. Add the **X-axis title: "Quarters"** to the chart.
3. Add the **Y-axis title: "Equipment"** to the chart.
4. Add **Above Data Label**.
5. Add **Right Legend**.

- On **SUMIF** Worksheet

1. In cell **F3** Find the **sum** of **Total** stats for **Grass type**.
2. Use **Conditional Formatting.xlsx** to **color** the cells containing **Fire** text with **Red Fill Color** for the cell range **(B2:B10)**.