

# Retail Inventory and Profit Spreadsheet

**Overview:** You work at a retail company. Your manager has asked you to create a spreadsheet that is needed for the upcoming selling season. The season could be summer, fall, or a specific holiday in the near future. Follow the instructions below for creating the spreadsheet.

[Here is a list of websites](#) that you may use for your project. You may use a site that is not listed if it provides the information needed in the spreadsheet instructions below. Get approval from your instructor if you want to use a site that is not on the list!

**Instructions:** Using Excel, you will create a spreadsheet to identify your inventory and forecast your potential profit if you sold your entire inventory. This should include 5 item categories, 30 of your items, how many of each item you are selling, the price of each item, a column calculating the potential profit per item, and a column for calculating the total profit per category.

Instructions:

1. Save the file with the name **retail spreadsheet**. Save early, save often!
2. Type the title “Name of Company Inventory” in cell A1. Increase the font size of the title, use a different font color than black, merge and center the title across cells, and apply a background color to the title.
3. Enter appropriate column titles and row labels for the spreadsheet and enter the information that doesn’t require a formula in your spreadsheet.
4. Enter the appropriate formula to calculate the potential profit per item (Quantity \* Price).
5. Use the appropriate function to calculate the total profit per category.
6. Use the appropriate function to calculate the total of the quantity and total profit rows.
7. Use the appropriate function to calculate the average of the potential profit per item.
  - o Figure out the MAX profit for each Item (price \* qty) and the MIN profit for each item (0), then Average these two using the AVERAGE function
8. Use the appropriate function to calculate the highest potential profit item.
9. Use the appropriate function to calculate the lowest potential profit item.
10. Format the spreadsheet as you desire, but it must use the following features: bold, italics, borders, shading, background color, varying text size, and text colors. Be sure it looks neat and professional.
11. Adjust column widths and row heights as necessary to adequately display the data.
12. Create an embedded chart to present some of your data in graphical form.
13. Proofread your document for spelling/grammar errors. (Run spell check!)
14. Finally, make sure it demonstrates a clear understanding of the features covered in the Excel lessons.
15. Compose an email message to your instructor with an appropriate greeting, message, and signature. Attach the spreadsheet to the email (Attach As Copy).

\*\*A Sample is provided for you on the next page.

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## Bass Pro Shop Inventory

Category	Description	Quantity	Price	Potential Profit	Total Profit Per Category	Max Profit	Min Profit	Average Profit
Boating	Deck Brush & Pole	16	31.99	511.84		511.84	0	\$255.92
Boating	Tackle Lockers	13	109.99	1429.87		1429.87	0	\$714.94
Boating	Gray-Navy	8	459.99	3679.92		3679.92	0	\$1,839.96
Boating	Maintenance and Restoration Products	12	15.99	191.88		191.88	0	\$95.94
Boating	Marine Toolkit	10	39.99	399.9		399.9	0	\$199.95
Boating	Boat Soap	27	\$8.99	\$242.73	<b>\$6,456.14</b>	\$242.73	0	\$121.37
Camping	Yellow-Black	12	\$64.99	\$779.88		779.88	0	\$389.94
Camping	Big Buddy Heater	13	\$129.99	\$1,689.87		1689.87	0	\$844.94
Camping	Cast Iron	10	\$34.99	\$349.90		349.9	0	\$174.95
Camping	3-Room Tent with Screen Porch	17	\$229.99	\$3,909.83		3909.83	0	\$1,954.92
Camping	Mummy Sleeping Bag	18	\$134.99	\$2,429.82		2429.82	0	\$1,214.91
Camping	Barbeque Beef Jerkey	34	\$5.99	\$203.66	<b>\$9,362.96</b>	\$203.66	0	\$101.83
Clothing	Long Sleeve Shirts for Men	71	24.95	1771.45		1771.45	0	\$885.73
Clothing	Waterproof Boots for Ladies	13	139.99	1819.87		1819.87	0	\$909.94
Clothing	Pants for Ladies	14	99.99	1399.86		1399.86	0	\$699.93
Clothing	Fleece Pullover for Ladies	9	49.99	449.91		449.91	0	\$224.96
Clothing	Insulated Hunting Boots for Men	17	139.99	2379.83		2379.83	0	\$1,189.92
Clothing	Jacket for Ladies	15	\$179.99	\$2,699.85	<b>\$10,520.77</b>	\$2,699.85	0	\$1,349.93
Fishing	Mr. Crappie Line - Super Vis	13	7.49	97.37		97.37	0	\$48.69
Fishing	Spinning Rod and Reel Combos	29	19.99	579.71		579.71	0	\$289.86
Fishing	Bass Floor Rod Rack	7	49.99	349.93		349.93	0	\$174.97
Fishing	Fishing Bag	19	109.99	2089.81		2089.81	0	\$1,044.91
Fishing	Fillet Kit	23	16.99	390.77		390.77	0	\$195.39
Fishing	Tangle-Free Mesh Bass Net	21	\$44.99	\$944.79	<b>\$4,452.38</b>	\$944.79	0	\$472.40
Hunting	Deluxe Hunting Kit	10	59.99	599.9		599.9	0	\$299.95
Hunting	Luxury Box Ladder Stand	6	219.99	1319.94		1319.94	0	\$659.97
Hunting	Realtree AP HD	8	179.99	1439.92		1439.92	0	\$719.96
Hunting	Scent Eliminator Combo	33	7.99	263.67		263.67	0	\$131.84
Hunting	Big Game Treestands	5	749.99	3749.95		3749.95	0	\$1,874.98
Hunting	Neoprene Self-Support Seat	16	\$29.99	\$479.84	<b>\$7,853.22</b>	\$479.84	0	\$239.92
<b>Total</b>		<b>519</b>			<b>\$38,645.47</b>			
			<b>Highest</b>	\$3,909.83				
			<b>Lowest</b>	\$97.37				

### Potential Profit Per Category

