Read the memo below. There are two sets of data being described. Create a new Excel spreadsheet and enter the data into Excel.

Create two graphs for each spreadsheet. Make sure you choose from the Recommended Charts and include a quality chart title and labels.

October 23, 2014

To: The Boss

From: Employee

Re: Updates

I wanted to update you on our efforts this quarter. The Midwest Team has been very busy selling coupon books to the community. Right now our biggest seller is the dessert coupon book. We had 78 purchases. The next item that sells quite well is our Mexican Fiesta coupon book. With so much good Mexican food in the area we had no problem selling 56 books. Our Pasta Book did fairly well with 32 books sold but we really need to work on our marketing with the Liver and Onions book. We only sold 9 books.

Our Entertainment books continue to be big sellers! The blockbuster was the indoor golf book – we sold 45 of those this quarter alone. Our bowling book suffered a bit this year but was still respectable at 22 books sold. Second and Third place book sales were Baseball and Basketball. Adding the trip to Wrigley Field and the Bulls Practice really boosted those. We sold 40 baseball and 38 basketball. We expect to do even better in the spring when the Cubs are back in business.

I’ll update you on our travel books and technology books separately.

Sincerely,

Employee