Basic Spreadsheet Concepts Exercise 5

Instructions

1. Type in all text and numbers shown in the spreadsheet below.

	A	B	C	D	E
1	Mike's Lunch Bar				
2	Lunch Items	Units Sold	Unit Price	Sales	
3	Sandwiches	2,300	2.50		
4	Meat Pies	1,100	2.00		
5	Macaroni and other Salads	3,650	3.50		
6	Filled Rolls	560	2.30		
7	Soup	348	3.00		
8	Desserts	288	2.00		
9	Tea	890	1.50		
10	Coffee	974	1.50		
11	Cold drinks	599	1.00		
12					
13	Total Sales				
14	Averages				
15					
16					

Leave B13 & C13 Blank!

2. Create a formula and use fill to display a total for each item in the Lunch Bar. =B3*C3

3. Create a formula to calculate the total sales for the Lunch Bar. =sum(D3:D11)

4. Create a formula and use fill to calculate the Averages for columns B-D =average(B3:B11).

5. Save as Exercise 5 in your Excel folder.

6. Merge and center the title. Highlight the **title** and insert a thick border around it. Add some shading, click "Cell Styles" and select "20% - Accent 1". Font size should be 16.

7. Sort the data by "Lunch Items" but **do not** include the blank line or the total/averages at the bottom.

8. Format the Spreadsheet (**highlight everything but the title)** using "Table Style Light 1". Remove any information that appears in the blank row due to formatting. Change the font size of the spreadsheet to 12.

9. Ensure that headings over words are left aligned (even if they looked centered on the original), and headings over numbers are right aligned.

10. When formatting money columns, use the Accounting category with 2 decimal places. The number at the top of the column requires a $ sign and any numbers in a Total row need $ signs. (Highlight all money items and put in the $ sign & appropriate decimal places. Then highlight the center rows and select no $ sign.) ****Note: "Units Sold" is not money! However, you cannot sell part of a product so this has to be formatted as a "number" with "0" decimal places. Format the whole column as this using the comma separator.**

11. Adjust column widths and row height if necessary (to make table more visually pleasing).

12. Double underline Total row **and** the Average Row: Home, Cell Styles, Total

13. Center vertically and horizontally on the page by selecting Page Layout, Page Setup, Margins, and check the two boxes.

14. Under Page Layout, Page Setup, Header/Footer—Center Section
Header—Your Name
    Assignment #
Footer—Current Date

15. Save and then print out the original. Use Ctrl + ~ to show formulas that were used. Print and don't save.