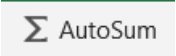


Totalling-up and Calculating VAT

1. Open the CSV file.
2. File -> Save As and save as an Excel Workbook.
3. Place cursor in empty cell in **Net Cost** Column G, and apply Autosum.

 e.g. `=SUM(G3:G27)`

4. Place cursor in cell below Autosum value and apply VAT.

`=G28*0.2`

Where G27 is a variable cell reference and changes depending on number of rows in spreadsheet.

5. In the cell left of the VAT calculation, add the label **VAT @20%**
Be sure to leave a space after the word VAT and before the @ symbol, or excel will think this it is an email address.

	41.8
VAT @20%	8.36
	50.16



6. Place cursor in cell below VAT and calculate **Grand Total**.

`=G28+G29`

7. Apply borders to the **Total** and the **Grand Total** cells by first clicking on this icon:



And then selecting the following options:

Place cursor in Total cell, and select:  Top and Bottom Border	Place cursor in Grand Total cell, and select:  Top and Double Bottom Border
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8. File -> Save
9. Close workbook.