

Spreadsheets - Practice

1. Creating and Naming a New Spreadsheet

- ☐ Create a new spreadsheet in either Google Sheets or Microsoft Excel.
- ☐ Name it "Gardening Expenses". In Excel, you'll have to go to File > Save as... to name the file.

2. Creating and Labeling Columns

- ☐ Label the following columns in row 1: "Item", "Quantity", "Cost per Item", "Total Cost". Make sure each label is in a separate column from A1 to D1.

3. Entering Data

- ☐ Enter the following data in the respective columns:
 - Row 2: "Seeds", 10, 1.5
 - Row 3: "Soil", 6, 3
 - Row 4: "Fertilizer", 3, 7.5
 - Row 5: "Garden Tool Set", 1, 25
- ☐ Protip: use "Tab" and "Enter" instead of clicking on each cell.

4. Cell Calculations

- ☐ In the "Total Cost" column, calculate the total cost for each item by multiplying the "Quantity" with the "Cost per Item". (Use the multiplication function.)

5. Sum Total

- ☐ Calculate the sum of all the "Total Cost" entries and put it in cell E2. Label column E as "Grand Total".

6. Formatting Cells

- ☐ Change the number format of Rows C, D, and E to the currency format. Bold everything in row 1.

7. Conditional Formatting

- ☐ Apply conditional formatting to the "Total Cost" column so that any cost above \$20 is highlighted in a light red color.

8. Creating a Chart

- ☐ Create a pie chart that shows the total cost for each item by using the data range A1:A5, D1:D5. Place the chart below the rest of your spreadsheet.
- ☐ Name the chart "Gardening Expenses".
- ☐ Customize the chart. Choose the "3D" chart style and change the legend to the "right" position.

9. Sorting Data

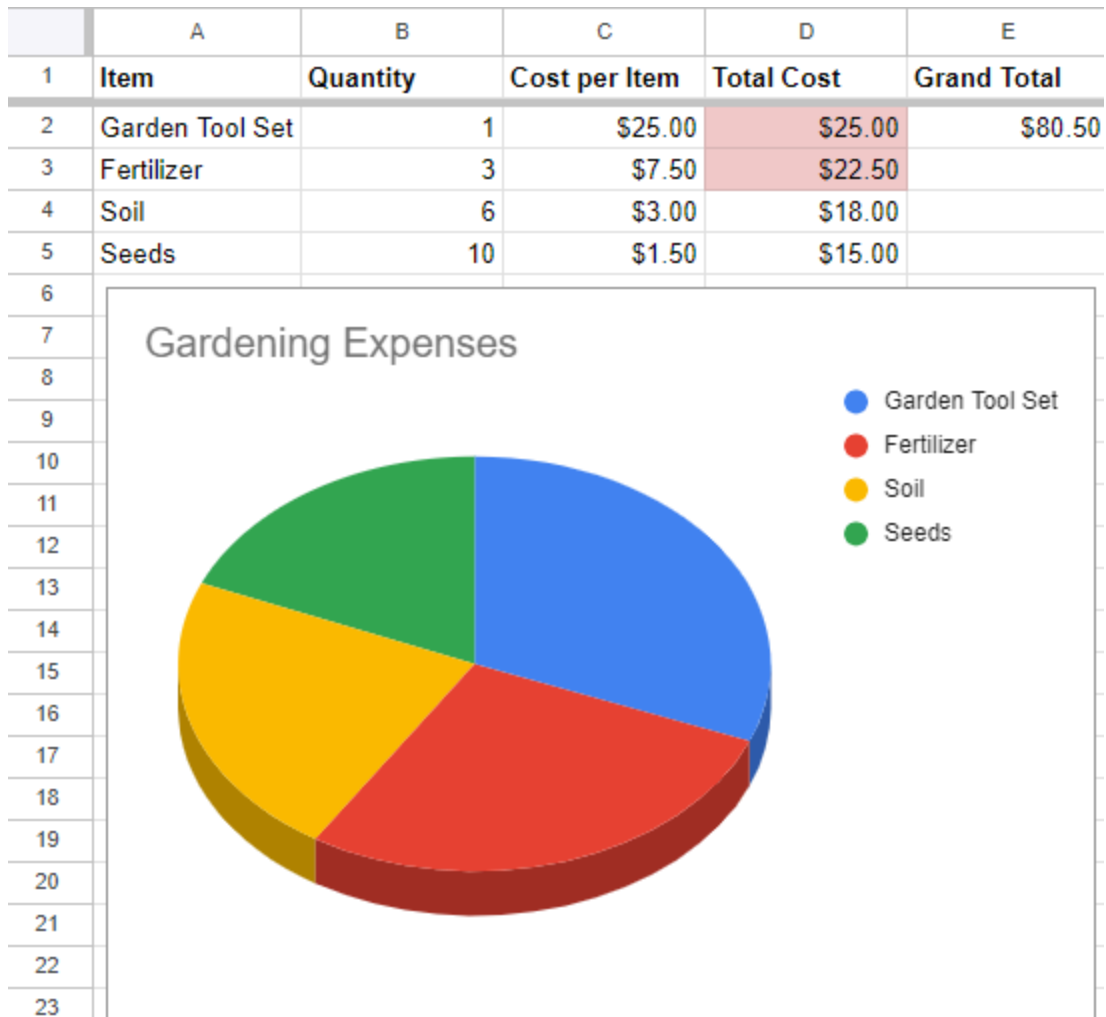
- ☐ Sort the items in order of their total cost from highest to lowest.

10. Freeze Panes

- ☐ Freeze the top row so that the column headings are always visible when scrolling.

11. Sharing

☐ Your completed spreadsheet should look something like this:



☐ If something looks off, review the instructions and see what you might have missed. Reach out for help if you get stuck.

☐ Once it looks right, share your spreadsheet with the tech coach at hayden@techieforlife.com.