MATH 4002 - Lecture 1 exercises

Actions to Perform in Excel

1. **Open and Inspect the Sheet**

   - Open the CSV file in Excel and inspect the content.

2. **Formatting the Sheet**

   - Format the column headers (bold, center-aligned, background color).
   - Adjust the width of columns to fit the content (especially for "Item" and "Supplier").

3. **Entering Missing Data**

   - Fill in the missing quantities for Mangoes and Strawberries.
   - Fill in the missing price per unit for Blueberries and the missing supplier for Pears.

4. **Basic Formulas and Calculations**

   - Create a new column "Total Price" next to "Price per Unit".
   - Calculate the total price for each item using the formula: `Quantity * Price_per_Unit`.

5. **Using Basic Functions**

   - Use the `SUM` function to calculate the total quantity of all items.
   - Use the `AVERAGE` function to find the average price per unit.

6. **Autofill**

   - Use the Autofill feature to quickly fill in formulas for the entire "Total Price" column.

7. **Sorting and Filtering**

   - Apply a filter to the column headers.
   - Sort the items by price per unit (ascending or descending).

8. **Creating a Simple Chart**

- Highlight the "Item" and "Total Price" columns and insert a bar chart to visualize the total prices of each item.

9. **Saving the File**

   - Save the updated sheet in Excel format (`.xlsx`).