**My self-assessment**

1. Open a blank spreadsheet in Excel

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Number needed** | **Price** | **Total Cost** |
| Paper plates  Plastic cups  Serviettes  Plastic cutlery  Biscuits  Crisps  Drink  Outfit | 3  4  2  1  3  2  4  1 | 2.00  1.50  1.99  3.50  1.25  3.95  1.99  68.50 |  |

1. Starting in cell **A2**, enter the following data: -
2. Resize the column widths so that all of the data shows
3. Format any cells containing currency to show a £ symbol and to have 2 decimal places
4. In cell D3, write a multiplication formula to work out the cost of the three paper plates
5. Use autofil to copy your formula from cell D3 to cells D4:D10
6. Write a SUM formula to add the values in cells D3:D10
7. Rename the tab to ‘shopping list’
8. Delete the unused worksheets
9. Right click on Row 1 and insert a new row above the table
10. In cell A1 write **‘Shopping List’**
11. Make the title size 20.
12. Choose a font style that you like
13. Make the title bold
14. Change the color of the title to dark blue
15. The title is probably too big to fit into cell A1. Merge cells A1:D1
16. Centre the title
17. Insert a suitable image into your spreadsheet
18. Make the titles in cells A3:D3 bold
19. Centre the titles in cells A3:D3
20. In cell B3, the text **‘number needed’** is too long. Wrap the text so that it goes over two rows
21. Insert your name as a footer
22. Set the sheet and column row headers to show
23. Set the gridlines to show
24. Set your print area so that only cells A1:E12 print
25. Set your work to print onto one page
26. Set your page layout to landscape
27. Print preview your work to make sure it fits onto one page
28. Print out your spreadsheet.
29. Annotate your work by hand. Write about the things that you did such as merging cells, wrapping text, increasing column widths, setting up currency etc