**Birthday Party shopping List**

You can find help on the “Excel Video Tutorials”

found next to each of the questions.

1. Open a blank spreadsheet in Excel
2. Starting in cell **A2**, enter the following data: -

|  |  |  |  |
| --- | --- | --- | --- |
| **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. Resize the column widths so that all of the data shows [(see video tutorial)](http://www.teach-ict.net/software/excel_2007/using%20worksheets/column_width.htm)
2. Format any cells containing currency to show a £ symbol and to have 2 decimal places [(see video tutorial)](http://www.teach-ict.net/software/excel_2007/formatting%20worksheet/data%20types/currency.htm)
3. In cell D3, write a multiplication formula to work out the cost of the three paper plates [(see video tutorial)](http://www.teach-ict.net/software/excel_2007/formula/formula/multiply.htm)
4. Use autofil to copy your formula from cell D3 to cells D4:D10 [(see video tutorial)](http://www.teach-ict.net/software/excel_2007/formula/basics/autofill.htm)
5. Write a SUM formula to add the values in cells D3:D10 [(see video tutorial)](http://www.teach-ict.net/software/excel_2007/formula/functions/sum_formula.htm)
6. Rename the tab to ‘shopping list’ [(see video tutorial)](http://www.teach-ict.net/software/excel_2007/using%20worksheets/renaming_tabs.htm)
7. Delete the unused worksheets [(see video tutorial)](http://www.teach-ict.net/software/excel_2007/using%20worksheets/delete_worksheet.htm)
8. Right click on Row 1 and insert a new row above the table [(see video tutorial)](http://www.teach-ict.net/software/excel_2007/formatting%20worksheet/tables/inserting_row_into_table.htm)
9. In cell A1 write **‘Shopping List’**
10. Make the title size 20.

For questions 12 – 15

[see video tutorial](http://www.teach-ict.net/software/excel_2007/formatting%20worksheet/text/font_formats.htm)

1. Choose a font style that you like
2. Make the title bold
3. Change the color of the title to dark blue
4. The title is probably too big to fit into cell A1. Merge cells A1:D1 [(see video tutorial)](http://www.teach-ict.net/software/excel_2007/formatting%20worksheet/cells/merge_cells.htm)
5. Centre the title
6. Insert a suitable image into your spreadsheet [(see video tutorial)](http://www.teach-ict.net/software/excel_2007/graphics/images/insert_image.htm)
7. Make the titles in cells A3:D3 bold
8. Centre the titles in cells A3:D3
9. In cell B3, the text **‘number needed’** is too long. Wrap the text so that it goes over two rows [(see video tutorial)](http://www.teach-ict.net/software/excel_2007/formatting%20worksheet/cells/word_wrap.htm)
10. Insert your name as a footer [(see video tutorial)](http://www.teach-ict.net/software/excel_2007/formatting%20worksheet/header%20footer/header_footer.htm)
11. Set the sheet and column row headers to show [(see video tutorial)](http://www.teach-ict.net/software/excel_2007/printing/row_column_headers_printing.htm)
12. Set the gridlines to show [(see video tutorial)](http://www.teach-ict.net/software/excel_2007/formatting%20worksheet/cells/gridlines_showing.htm)
13. Set your print area so that only cells A1:E12 print [(see video tutorial)](http://www.teach-ict.net/software/excel_2007/printing/print_area_setting.htm)
14. Set your work to print onto one page [(see video tutorial)](http://www.teach-ict.net/software/excel_2007/printing/print_one_page.htm)
15. Set your page layout to landscape [(see video tutorial)](http://www.teach-ict.net/software/excel_2007/printing/page_orientation.htm)
16. Print preview your work to make sure it fits onto one page [(see video tutorial)](http://www.teach-ict.net/software/excel_2007/printing/print_preview.htm)
17. Print out your spreadsheet.
18. 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