ACTIVITY (COURSE 2, WEEK 2)

Editing and formatting data

	1	Insert an extra row on the top and give the title. Merge & Centre title, Apply Heading1 style
	2	Change the background color for merged cells to Blue, Accent1, Darker 25%
	3	Change the font color for merged cells to white
	4	Rename the Active sheet with your group name
	5	Change the row heights to space them out more
	6	Change the vertical cell alignment of these rows to centred
	7	Format all the numbers except the Q Ordered column to show £ and 2 decimal places
	8	Add borders, gridlines and shading as desired!

Simple functions

	1	In the original table calculate the cost and the final cost for each toy
	2	In the Original table calculate the discount for each toy (using nested if) Q>7, Disc=10%, Q>4, Disc= 5%, else no Disc

Tables & Conditional formatting &Functions

	1	Create a summary table displaying category wise total sale price and total quantity sold..
	2	Use SUMIF function to calculate category wise total sale and Quantity
	3	Remove any decimal values in the table
	4	Apply conditional formatting on Total price to highlight price > 80
	5	Apply conditional formatting on Total Quantity to highlight Q >10

Relative & Absolute reference

	1	Add extra rows on top of the original table. Add a cell which should hold value for today's offer(Disc: 50%) Create an extra column in the original table(offer). Anyone who has purchased more than 10 in Q will get 50% extra discount on the final cost. Use Absolute Referencing to pick up value from Today's offer example: (C2)