

Lab 8 Activity 1 - Creating a Grocery Inventory Table

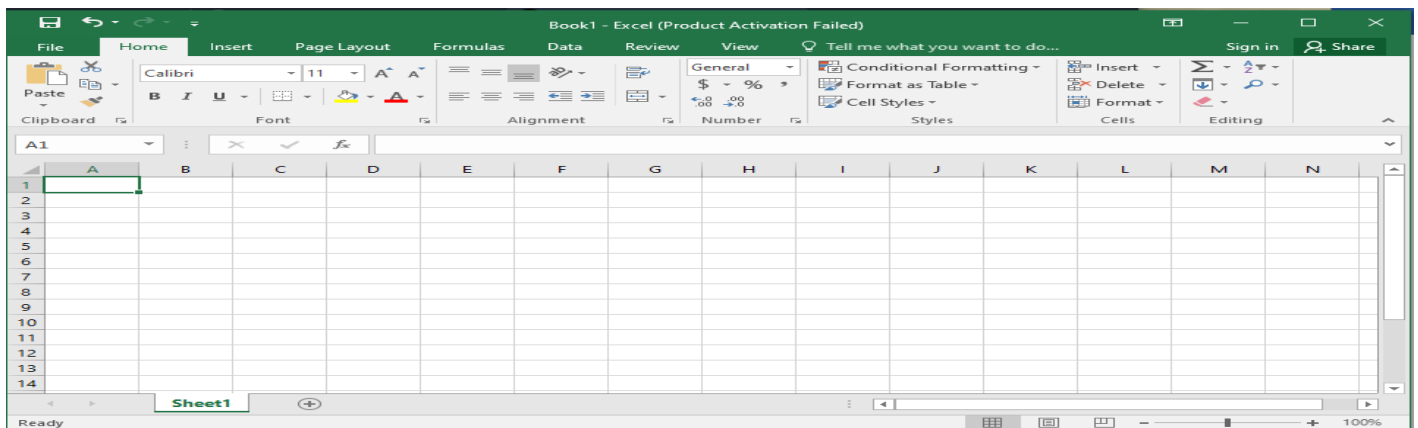
Objective: Set up an inventory table with key columns for quantity, price, and total cost.

1. Open a new Excel workbook.
2. Create column headers: Item Name, Quantity, Price per Unit, and Total Price.
3. Enter at least five grocery items with sample values.
4. Save the workbook.

Solutions:

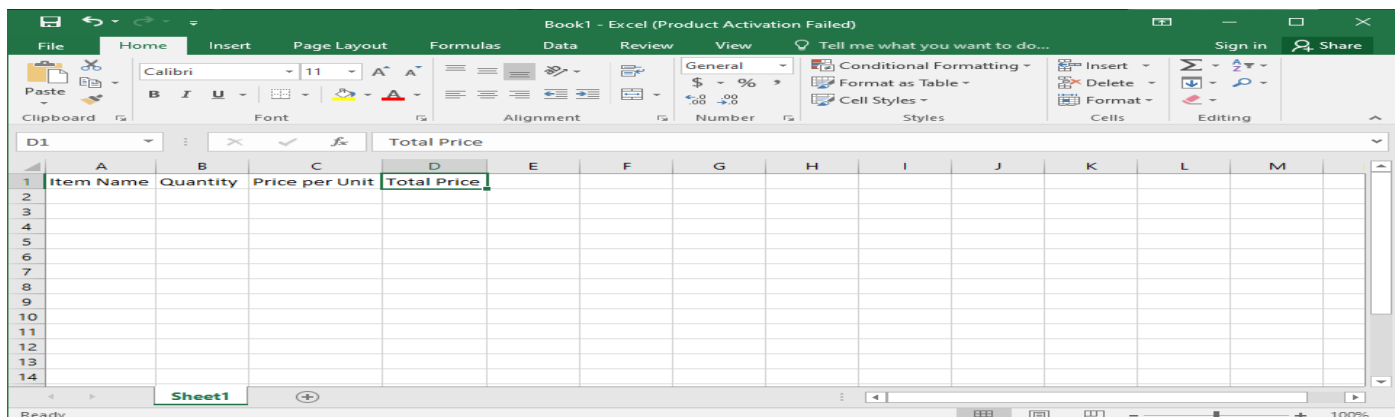
Task 1:

- Open Microsoft Excel
- Click on **Blank Workbook** to start with a new sheet.

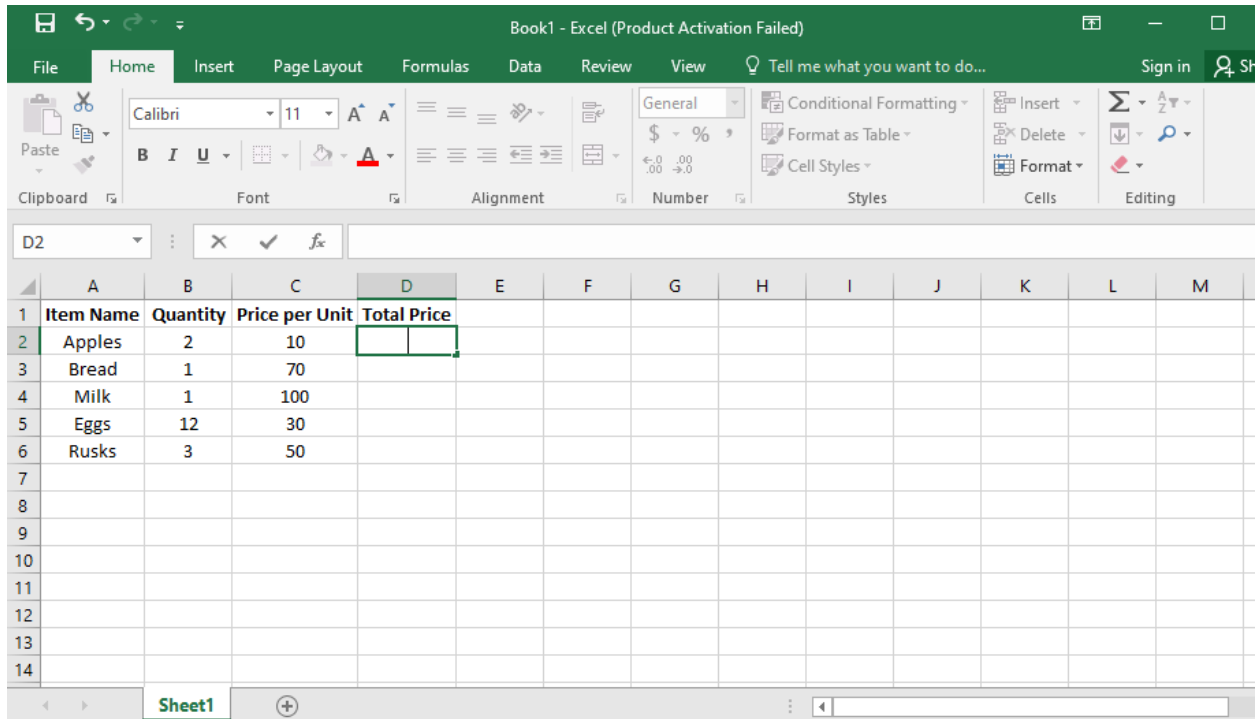


Task 2:

1. Click on Cell A1 and type: Item Name
2. Click on Cell B1 and type: Quantity
3. Click on Cell C1 and type: Price per Unit
4. Click on Cell D1 and type: Total Price



Task 3:



Book1 - Excel (Product Activation Failed)

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Clipboard Font Alignment Number Styles Cells Editing

D2

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Item Name	Quantity	Price per Unit	Total Price									
2	Apples	2	10										
3	Bread	1	70										
4	Milk	1	100										
5	Eggs	12	30										
6	Rusks	3	50										
7													
8													
9													
10													
11													
12													
13													
14													

Sheet1

Task 4:

1. Click on File > Save As.
2. Choose a location
3. Enter a filename (e.g., Grocery List.xlsx).
4. Click Save.