

Lab 8 Activity 1 - Creating a Grocery Inventory Table

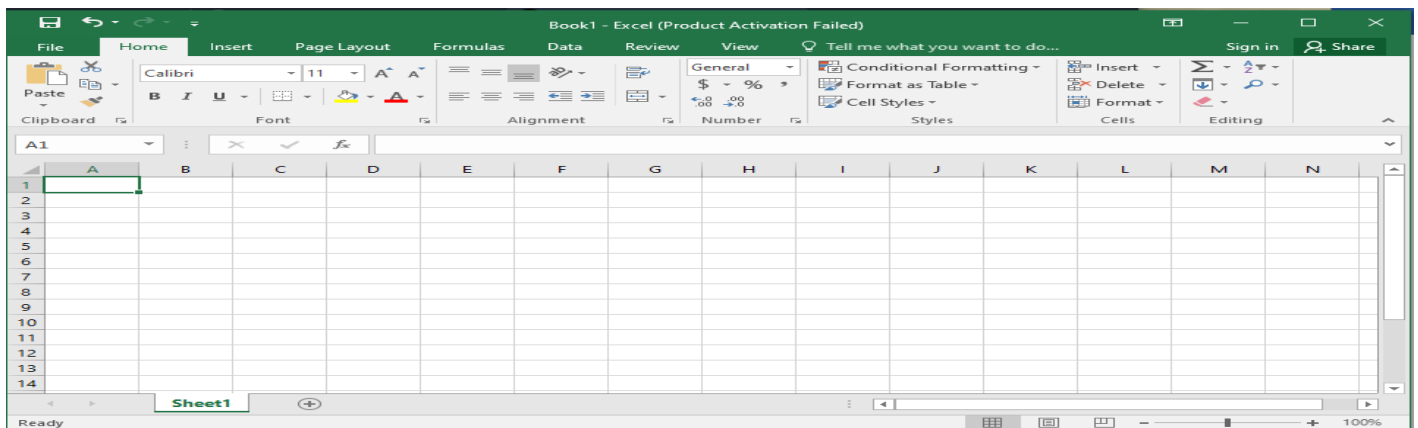
Objective: Set up an inventory table with key columns for quantity, price, and total cost.

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:

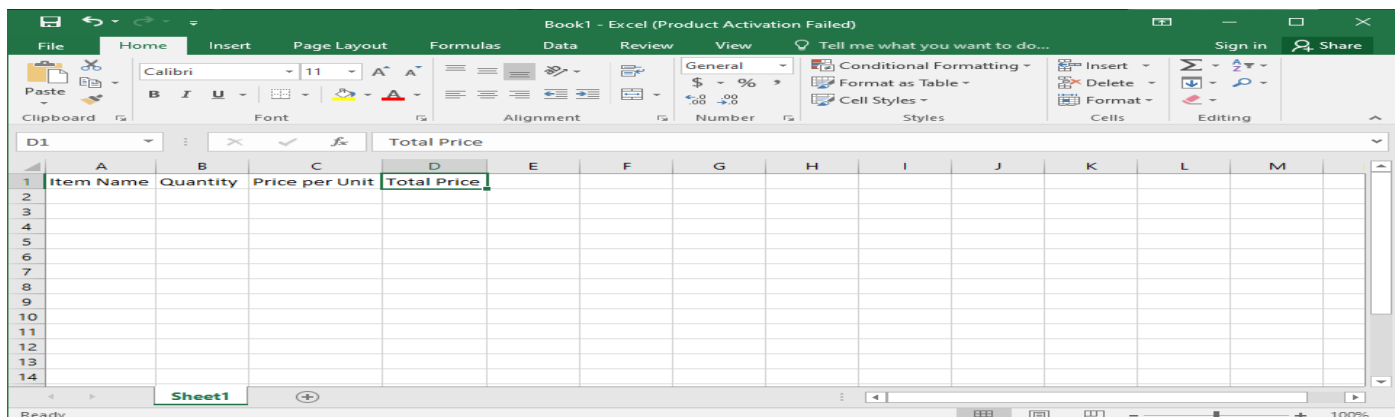
Task 1:

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

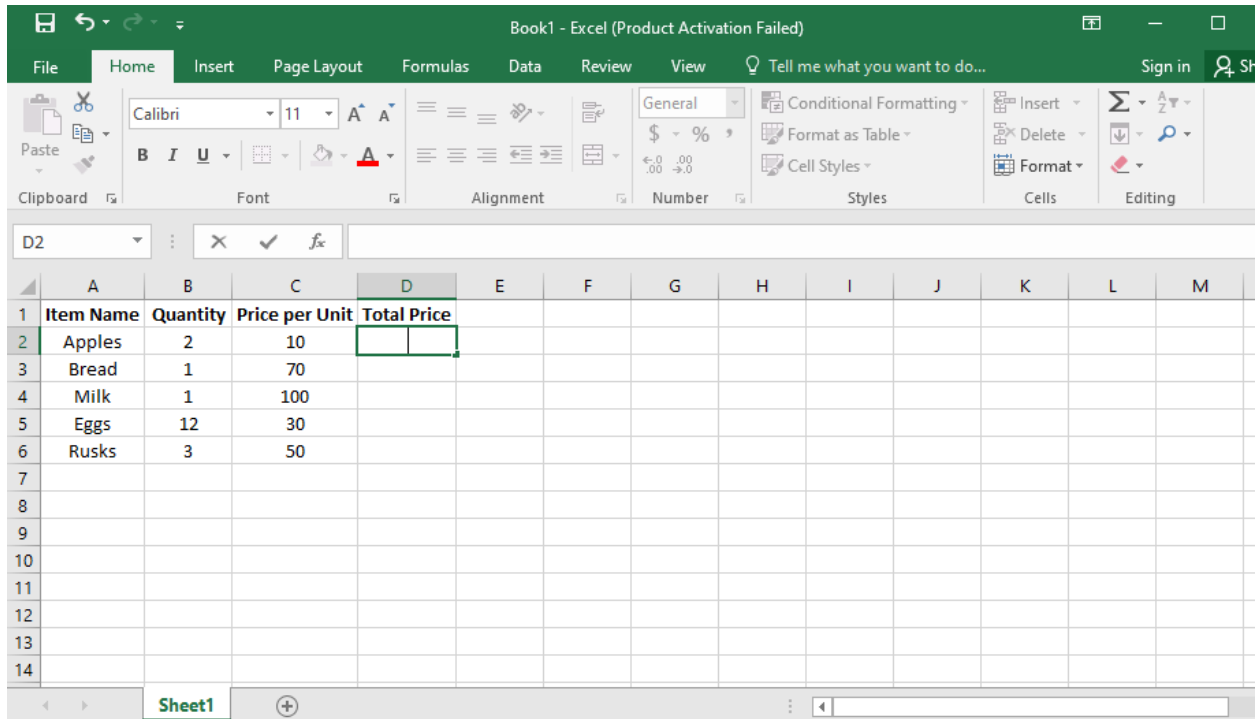


Task 2:

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:



The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The spreadsheet contains a table with the following data:

	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													

Task 4:

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

4. Verify the results and save the file

- Type the formula: **=B2*C2**
- Press Enter. Excel will calculate the total price for the first item.

1. Click on Cell D2 (where you just entered the formula).
2. Move your cursor to the bottom-right corner of the cell. It will turn into a small plus sign (□+).
3. Click and drag the fill handle down to cover all rows with data (e.g., D6 if Release the mouse. Excel will automatically copy the formula for all items.
4. You have five items).

Book1 - Excel (Product Activation Failed)

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do... Sign in

Paste Font Alignment Number Styles Cells Editing

D2 =B2*C2

	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	20									
3	Bread	1	70	70									
4	Milk	1	100	100									
5	Eggs	12	30	360									
6	Rusks	3	50	150									
7													
8													
9													
10													
11													
12													
13													
14													

Sheet1

Ready Average: 140 Count: 5 Sum: 700

Task 4:

1. Click on each Total Price cell (D2 to D6) and check that the formula references the correct row.
2. Ensure the calculated values are correct.
3. Click File > Save As.
4. Choose a location (e.g., Desktop or Documents).
5. Name the file (e.g., Grocery List.xlsx).
6. **Click Save.**

Lab 8 Activity 3 - Calculating Total Inventory Cost

Objective: Learn to apply the SUM function to aggregate total costs.

1. Select an empty cell below the Total Price column.
2. Type =SUM(D2:D6) (assuming D2:D6 contains total prices) and press Enter.
3. Format the total cost cell using bold and currency format.
4. Save and close the workbook.

Solutions:

Task 1:

- Click on the first empty cell below your "Total Price" values, e.g., **D7**.

Task 2:

- Type the following formula:
=SUM(D2:D6)
- Press Enter. This will calculate the total cost of all items.

	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	20									
3	Bread	1	70	70									
4	Milk	1	100	100									
5	Eggs	12	30	360									
6	Rusks	3	50	150									
7				700									
8													
9													
10													
11													
12													
13													
14													

Task 3:

1. Click on Cell D7 (or the cell where you entered the formula).
2. Bold the text:
 1. Press Ctrl + B or click the Bold (B) button on the toolbar.
3. Apply Currency Format:
 1. Go to the Home tab.
 2. Click the Currency (\$) button in the "Number" section.
 3. Alternatively, right-click the cell, choose Format Cells, select Currency, and click OK.

Task 4:

- Click File > Save to keep the changes.
- Close Excel by clicking the X button in the top-right corner.

Lab 8 Assignment

Objective: Create a structured student attendance sheet with at least 10 entries. Format it neatly and apply sorting and filtering to demonstrate learned concepts.

Instructions:

1. Open a new Excel workbook and create an attendance table.
2. Enter student names, roll numbers, and attendance status (Present/Absent).
3. Apply table formatting and use sorting to organize the list.
4. Use filtering to display only absent students.
5. Save the workbook and submit as per instructor guidelines.

Solutions

[illegible]