

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).

The screenshot shows the Microsoft Excel interface. The title bar reads "Book1 - Excel (Product Activation Failed)". The ribbon includes tabs for File, Home, Insert, Page Layout, Formulas, Data, Review, View, Tell me what you want to do..., and Sign in. The Formula Bar displays "=B2*C2".

	A	B	C	D	E	F	G	H	I	J	K	L	M
Item Name	Quantity	Price per Unit	Total Price										
Apples	2	10	20										
Bread	1	70	70										
Milk	1	100	100										
Eggs	12	30	360										
Rusks	3	50	150										

The status bar at the bottom indicates "Ready", "Average: 140", "Count: 5", and "Sum: 700". The active sheet is labeled "Sheet1".

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.**