

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.

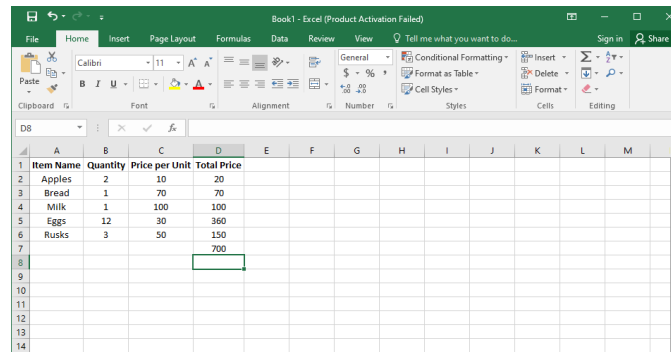
Solutions:

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.