Lab 8 Activity 2 - Using Formulas for Total Price Calculation

Objective: Apply formulas to compute total cost based on quantity and unit price

- 1. Select the first empty cell under "Total Price."
- 2. Type =B2*C2 (assuming B2 is Quantity and C2 is Price per Unit) and press Enter.
- 3. Use the fill handle to copy the formula to the remaining rows.
- 4. Verify the results and save the file

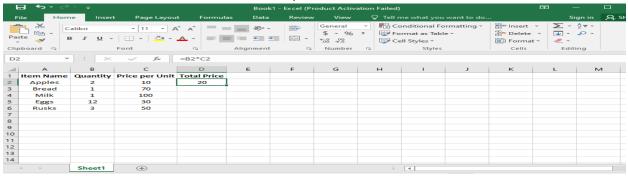
Solutions:

Task 1:

Click on Cell D2 (assuming row 2 is the first row with data).

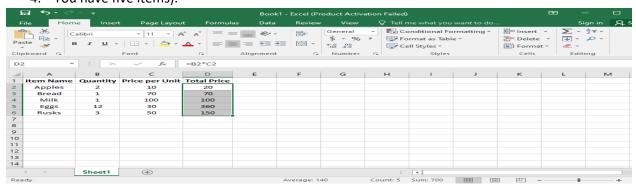
Task 2:

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



Task 3:

- 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 ($\Box +$).
- 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).



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<u>Task 4:</u>

- 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.