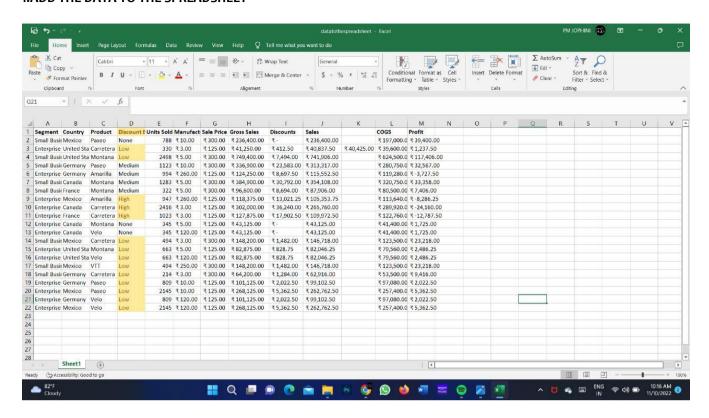
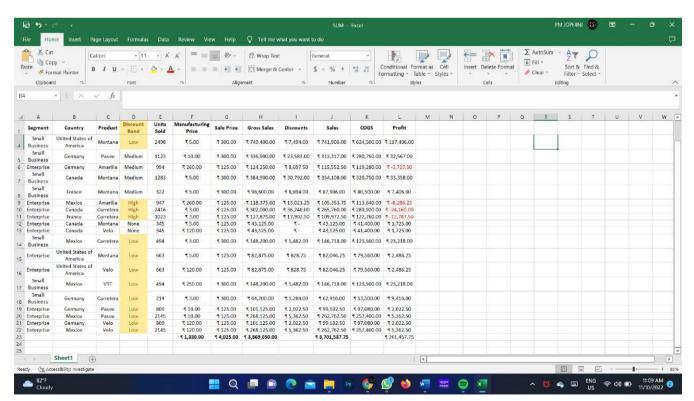
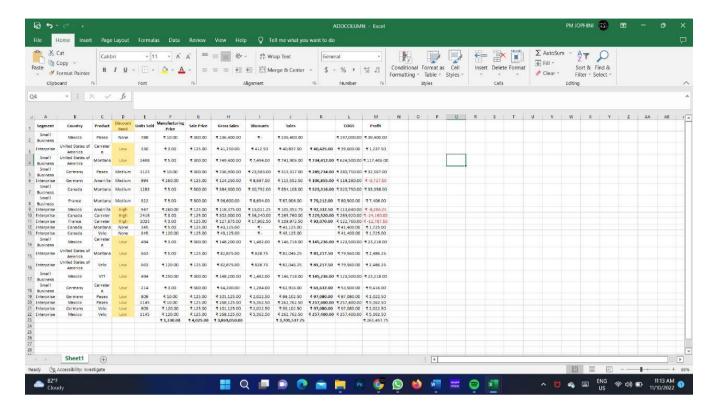
1.ADD THE DATA TO THE SPREADSHEET



2.USE SUM TO ADD ALL THE TOTAL OF THE PRICES – MANUFACTURING PRICES, GROSS SALES, SALES, PROFIT

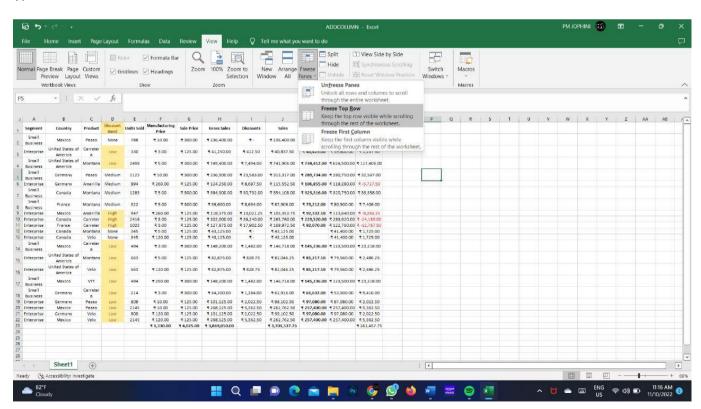


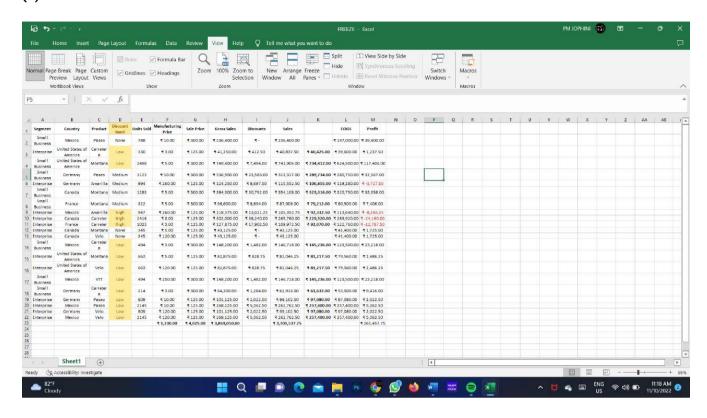
3.INSERT A COLUMN BESIDE SALES, AND USE SUBTRACT DISCOUNT FROM SALES



4.FREEZE THE FIRST ROW

(i)





5.USE TELL ME MORE TO USE THE AVERAGE FUNCTION

