**Assignment No 14**

**Consider The Following Worksheet**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Items** | **Computer** | **Printer** | **Mouse** | **Router** |  |
| **Rate** |  |  |  |  |  |
| **Qty** |  |  |  |  |  |
| **Amount** |  |  |  |  |  |
|  |  |  |  |  |  |

1. Make the data entry form **horizontally** for the above sheet.
2. Use relatively cell address, Copy the formula in horizontally.
3. Use “**HLOOKUP**” Function to find out the **Amount.**
4. Format the data horizontally.
   1. Make the Amount & Rate cell format to **currency**.
   2. Make the cell alignment to **Centre**.
   3. Font to **Arial black**.
   4. Save the worksheet.