



Title: Spreadsheet software

Spreadsheet assignment 2

Required:

1. **Open** spreadsheet software and save a new workbook as **spreadsheet_submission**
2. **Create** the following layout on the worksheet and **input** the data shown below.

	A	B	C	D	E	F	G	H
1								
2		Sales Receipt						
3								
4		Product	Unit cost \$	Quantity	Sub-cost \$	Discount?	Discount \$	Cost \$
5		Dead Island 2	99.95	3		Yes		
6		Cyberpunk 2077	99.95	2		No		
7		Digimon Story	89.95	1		Yes		
8		Kingdom Hearts	99.95	4		No		
9		Final Fantasy	109.95	5		Yes		
10		Days Gone	99.95	2		No		
11								
12		Discount Rate	5%				Total \$	
13								
14		GST Tax Rate	10%				GST Tax \$	
15								
16							Grand Total \$	

3. **Write** a formula to calculate Sub-Cost \$ in cell E5.

*Sub-Cost \$ = Cost \$ * Quantity.*

4. **Copy** the Sub-Cost \$ formula, using the fill handle, down to cell E10.

5. **Write** a formula to calculate Discount \$ in cell G5.

*Discount \$ = If Discount? = "Yes" then Sub-Cost \$ * Discount Rate otherwise 0.*

Note: Use the cell reference where Discount Rate is stored (C12), rather than the value 5% in the formula.

6. **Copy** the Discount \$ formula, using the fill handle, down to cell G10.

Note: You will need to make one of the cell references in the formula absolute before you can copy the formula.



7. **Write** the formula to calculate Cost \$ in cell H5.

Cost \$ = Sub-Cost \$ - Discount \$.

8. **Copy** the Cost \$ formula, using the fill handle, down to cell H10.

Note: Do you need to make any of the cell references absolute or not?

9. **Write** a formula to calculate Total \$ in cell H12.

Total \$ = Sum of all cost \$ values.

10. **Write** a formula to calculate GST Tax \$ in cell H14.

*GST Tax \$ = Total \$ * GST Tax Rate*

Note: Refer to the cell that contains the GST Tax Rate, rather than type the value into the formula.

11. **Write** a formula to calculate Grand Total \$ in cell H16.

Grand Total \$ = Total \$ + GST Tax \$.

12. **Sort** the data in the cell range (B5:H10) by the Cost \$ column, showing the Product with the highest cost first.

13. **Apply** conditional formatting to the cell range (G5:G10) so any cell that contains a value greater than 0 is highlighted.

14. **Protect** all cells that contain a formula by applying cell protection to the workbook.

DO NOT hide the formulas and set the password to **1234**.

15. **Save** the spreadsheet and **upload** to eLearn.



The finished spreadsheet should look similar to the spreadsheet shown below:

The cells highlighted with a red border contain cell protection.

	A	B	C	D	E	F	G	H
1								
2		Sales Receipt						
3								
4		Product	Unit cost \$	Quantity	Sub-cost \$	Discount?	Discount \$	Cost \$
5		Final Fantasy	109.95	5	549.75	Yes	27.49	522.26
6		Kingdom Hearts	99.95	4	399.8	No	0.00	399.80
7		Dead Island 2	99.95	3	299.85	Yes	14.99	284.86
8		Cyberpunk 2077	99.95	2	199.9	No	0.00	199.90
9		Days Gone	99.95	2	199.9	No	0.00	199.90
10		Digimon Story	89.95	1	89.95	Yes	4.50	85.45
11								
12		Discount Rate	5%				Total \$	1692.17
13								
14		GST Tax Rate	10%				GST Tax \$	169.22
15								
16							Grand Total \$	1861.39



Assessment Rubrics

Use this rubric to check if you have completed all of the task correctly.

	High	Medium	Low	Unsatisfactory
Worksheet layout	Layout is exactly as required	Most of the layout is as required	Some of the required layout is shown	The required layout is not shown
Spreadsheet conventions	All spreadsheet conventions have been followed	Most conventions have been applied	Some conventions have been applied	No conventions are shown
Formulas	All formulas produce correct calculations	Most formulas produce correct calculations	Some formulas produce correct calculations	No formulas produce a correct calculation
Functions	Appropriate functions have been used in all formulas	Appropriate functions have been used in most formulas	Appropriate functions have been used in some formulas	Functions have not been used in formulas
Cell references	Appropriate cell references have been used in all formulas	Appropriate cell references have been used in most formulas	Appropriate cell references have been used in some formulas	Cell references have not been used in formulas.
Data sorting	Data has been sorted correctly	Most data has been sorted correctly	Some data has been sorted correctly	No data has not been sorted correctly
Conditional formatting	All required cells have Conditional formatting applied	Most required cells have Conditional formatting applied	Some required cells have Conditional formatting applied	No conditional formatting has been applied
Cell protection	All required cells have been locked	Most required cells have been locked	Some required cells have been locked	No required cells have been locked

