

No-Moa Publishers Spreadsheets Exercise Student Activity Booklet

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This exercise is based on Practical 7

A computer company in town used the template shown below to analyze their CPU sales to some their most valued customers.

	A	B	C	D	E
1	Discount %			Customer	
2					
3	Item Name	Price	Quantity	Discount	Sub-Total
4	PENTIUM-166				
5	PENTIUM-200				
6	PENTIUM-233				
7	PENTIUM II-300				
8	Totals/Averages				

	Activity	Criteria	Mark
1.	Key in the above template into a new worksheet		2

Formatting Spreadsheet Data

2.	For all the labels in row 3, make the following formatting changes:	
	• Center	1
	• Bold	1
3.	Increase the font point size of the contents of cells D1 and E1 to 12 points	2
4.	Format cell B1 to PERCENT with TWO decimal places	2
5.	Format the following cells, B4:B7, D4:D7, E4:E7, B8, D8, and E8 to CURRENCY with two decimal places.	2
6.	Enter the following values into the appropriate cells	3

Cell	Content
B4	250
B5	290
B6	365
B7	700
B1	15%

Cell	Content
C4	3
C5	16
C6	37
C7	6

Activity	Criteria	Mark
Create formulas to calculate desired information		
7. Insert in the appropriate cell a formula that will calculate the DISCOUNT amount, for the PENTIUM-166. You must use an ABSOLUTE REFERENCE in your formula		3
The formula can be calculated by multiplying its unit PRICE by the QUANTITY sold and the DISCOUNT%.		
8. Insert in the appropriate cell a formula that will calculate the SUB-TOTAL for the PENTIUM II-300		2
The formula can be calculated by multiplying its unit PRICE and the NUMBER SOLD and then deducting from this total the DISCOUNT allowed		
9. Update cells D5, D6 and D7 relative to cell D4.		1
10. Update cells E4, E5, and E6 relative to cell E7		1
11. In cell C8 key in a formula that will calculate the AVERAGE number of CPU s sold		1
12. In Cell B9 enter the formula to determine the value of the MOST EXPENSIVE item.		1
13. In cell E8, insert a formula that will calculate the TOTAL DUE, which is the total amount owed for this invoice.		1
14. Save the file as Exercise8.xls		

Do not make markings below. For completion by course teacher.

Section Two Total

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