# **TIA\_E\_CH02\_Technology\_Wish\_List**

## **Project Description:**

Your grandparents have just told you that they will lend you the money to update all your technology so that you will be successful in college! They want you to create a list of all the new devices that you need, and note the cost and provide a website for each device where they can find more information.

## **Steps to Perform:**

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| 1 | Start Excel and open *TIA\_Ch2\_Start.xlsx*. Format the title in cell A1 with the Title Cell Style, and format the column headers in cells A3:F3 with the Heading 3 Cell Style. | 4 |
| 2 | Merge and Center A1 across columns A through F, and Center align the column headers in cells A3:F3. | 4 |
| 3 | Modify column widths so that Column A is **25** and Column D is **45**. | 4 |
| 4 | In cells B4:F9, fill in the table with the Brand and Model of the six devices that you would like to purchase. The device type is filled out for you. In the Reason column, write a brief note as to why this device will help you. (You’ll format the text so it all displays later.) Enter the cost of the device in the Cost column. Don't include tax and/or shipping costs. Change the workbook Theme to Integral. | 5 |
| 5 | In cells F4:F9, create a Hyperlink to a webpage that features each respective product so your grandparents can have access to more information if they need it. Ensure that each hyperlink includes the URL to the exact webpage for the device in the Address, but displays the Make/Model of the device in the worksheet cell. | 5 |
| 6 | Wrap the textin cells C4:C9, D4:D9, and F4:F9 so all text displays. | 4 |
| 7 | Format the values in cells E4:E9 withAccounting Number Format with two decimals. | 5 |
| 8 | In cell A10, type **Subtotal**, then in cell E10 use a SUM function to calculate the total cost of all devices. Format the results in Accounting Number Format with two decimals. Autofit column E, if necessary. | 13 |
| 9 | In cell A11, type **Estimated Tax**, then in cell E11, create a formula that references the subtotal in cell E10 and multiplies it by a tax of 6%. Format the results in Accounting Number Format with two decimals, if necessary. | 14 |
| 10 | In cell A12, type **Estimated Shipping**, then in cell E12, create a formula that uses the COUNTA function to count the number of devices being purchased (in column B), and then multiplies that number by **10** to apply a $10 shipping charge for each device. Format the results in Accounting Number Format with two decimals. | 14 |
| 11 | In cell A13, type **Total Cost**, then in cell E13, use the SUM function to create a formula that adds up the Subtotal, Estimated Tax, and Estimated Shipping costs. Format cells A13:E13 with the Total Cell Style. | 14 |
| 12 | Right align cells A10:A13. | 5 |
| 13 | In cell D14, type **Estimated Monthly Payment**, and then in cell E14 use thePMT function to calculate the monthly payment owed to your grandparents to pay back the total purchase amount (in E13) in two years at a 2.5% annual interest rate (the result will display as a negative value in your worksheet). | 9 |
| 14 | Save the workbook and submit for grading. | 0 |

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| **Total Points** | **100** |