**ACTIVITY ( COURSE 2, WEEK 2)**

| **Editing and formatting data** | |
| --- | --- |
| 1 | Insert an extra row on the top and give the title. Merge & Centre title, Apply Heading1 style |
| 2 | Change the background color for merged cells to Blue, Accent1, Darker 25% |
| 3 | Change the font color for merged cells to white |
| 4 | Rename the Active sheet with your group name |
| 5 | Change the row heights to space them out more |
| 6 | Change the vertical cell alignment of these rows to centred |
| 7 | Format all the numbers except the Q Ordered column to show £ and 2 decimal places |
| 8 | Add borders, gridlines and shading as desired! |
| **Simple functions** | |
| 1 | In the original table calculate the cost and the final cost for each toy |
| 2 | In the Original table calculate the discount for each toy (using nested if) |
|  | Q>7, Disc=10%, Q>4, Disc= 5%, else no Disc |
| **Tables & Conditional formatting &Functions** | |
| 1 | Create a summary table displaying category wise total sale price and total quantity sold.. |
| 2 | Use SUMIF function to calculate category wise total sale and Quantity |
| 3 | Remove any decimal values in the table |
| 4 | Apply conditional formatting on Total price to highlight price > 80 |
| 5 | Apply conditional formatting on Total Quantity to highlight Q >10 |
| **Relative & Absolute reference** | |
| 1 | Add extra rows on top of the original table. Add a cell which should hold value for today's offer( Disc: 50%) Create an extra column in the original table( offer). Anyone who has purchased more than 10 in Q will get 50% extra discount on the final cost. Use Absolute Referencing to pick up value from Today's offer example: ($C$2) |

