Student Name: _____ Period:_____ _____

GUIDED PRACTICE: SPREADSHEET FORMATTING

Directions: In this exercise, **you will follow along with your teacher** to enter and format data in a spreadsheet and take notes. You will answer the questions and complete the tasks below:

- Format a header
- Use a simple formula
- Copy data
- Classify cell data
- Apply font styles

- Adjust column and row size
- Wrap text
- Indent cell data
- Format values
- Add a border

1. Open a new spreadsheet

2. Set a header with your name, the current date, and the title of this activity using procedures outlined by your teacher. Take notes in the space below.

3. **Key the title:** In Cell A1, key **INVOICE** in all caps and bold

4. Is the title classified as a label or a value? Why?

5. Enter the column headings **(in bold font)**:

- In Cell A3, key **Item #**
- In Cell B3, key **Quantity**
- In Cell C3, key **Unit**

- In Cell D3, key **Description**
- In Cell E3, key **Unit Price**
- In Cell F3, key **Amount**

6. **Adjust column widths** to fit contents:

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7. Beginning in Row 4, Column A, key the remaining data as indicated in the table below:

Item #	Quantity	Unit	Description	Unit Price	Amount
4376	11	Ea	PDA	129.99	
8976	4	Doz	Flash Drive	25.99	
8632	4	Ea	Scanner	99.99	
7793	8	Pkg	Web cam	35	

8. **Center** the data in the title cells (Row 3) (in initial caps and bold)

9. Merge and center the title in Row 1 across Columns A-F

10. Give an example of a **cell range** used in this spreadsheet

11. Which columns contain values and which contain labels?

12. **Readjust all column widths.** Why is this step necessary?

13. **Edit the text:** Change the # symbol in Cell A3 to the word Number

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14.   Wrap and center the text in Cells A3 and E3
      Wrap text – Feature that aligns multi-line text within a cell

15.   What is the effect of using the wrap text feature on a cell?

16.   **Format** the data in the unit price column **for 2 decimals**

17.   Enter a **formula** in the last column to calculate the Amount (unit price x quantity) and format the data as currency.

18.   **Copy** the formula to all cells in the Amount column.

19.   Key and **indent** the word Total in bold and initial caps below the last item in Column A.

20.   Use a **function** to enter a **formula** to add the amounts in the last column and place the result in Cell F8. Format the data as **currency**.

21.   Add an accounting **border** (single line above and double line below) to Cell F8.

22.   Save and submit your work according to teacher directions.

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INDEPENDENT PRACTICE: SPREADSHEET FORMATTING

In this exercise, you will complete the following tasks **independently**:

- Format a header
- Use a simple formula
- Copy data
- Apply font styles
- Adjust column and row size
- Wrap text
- Indent cell data
- Format values
- Add a border

1.   Open a new spreadsheet

2.   Set a header with your name in the left section, the current date in the center, and the filename assigned to this exercise by your teacher in the right section.

3.   Key the data shown in the table below in the exact cell locations

	A	B	C	D	E	F	G
1	TECHNOLOGY ADVANCEMENTS						
2	Sales Income Comparison - 2 Years						
3							
4	Item No	Item		Year 1	Year 2	Net Change	
5	2006	Computer		66433	48900.5		
6	2048	Digital Camera		13456	35321.56		
7	2053	Flash Drive		8060	6040		
8	2008	InkJet Drive		20433.22	9400.45		
9	2009	InkJet Printer		28500.22	28432.12		
10	2060	PDA		15306.77	35100		
11	2020	Scanner		18420	22124		
12							

4.   Merge and center the title cells for **Technology Advancements** in all caps and bold across Columns A-F

5.   Merge and center the sub-title **Sales Income Comparison-2 Years** in initial caps and bold across Columns A-F

6.   Adjust all column widths to fit contents

7.   Center all data in Row 4 and in cell range A5:A11

8.   Format the data in Columns D and E for two decimal places

9.   Change the title in A4 from Item No to Item Number

10.   Wrap the text in A4

11.   Merge and center the heading in B4 across Columns B and C

12.   Replace "Drive" with "Cartridge" in Cell B8

13.   Enter a formula in Cell F5 that will calculate Net Change

        a. What is the formula?

14.   Copy the formula to the remaining cells in Column F and format for 2 decimal places

15.   Which items experienced negative growth? How do you know?

16.   Add and indent the word Total in Cell A12

17.   Use a formula to calculate the total net change in Cell F12 and format it for currency.

        What formula did you use?

18.   Add a single line bottom border to Row 4, Columns A-F

19.   Add an accounting border to Cell F12

20.   Save and submit according to teacher directions

Guided Practice: Use Basic Formulas & Functions

In this exercise, you will **follow along with your teacher** to enter data into a spreadsheet and perform simple calculations. You will use the operations and functions listed below.

- Addition
- Multiplication
- Average
- Maximum
- Division
- Subtraction
- Sum
- Minimum

- You will also use an absolute reference
- Upon completion of the activity, save and submit according to teacher directions

1. Retrieve the spreadsheet from **Independent Practice: Spreadsheet Formatting** (Technology Advancements)

2. Delete Column C

3. Use a function to write a formula in Cell C12 that will calculate the total for the range of cells C5:C11 and format the data as currency.

   Notes:

4. Copy the formula to Column D

   Notes:

5. Apply an accounting border to C12 and D12

6. Enter the heading **Percent of Total Sales** in Cell F4 and format the cell to Wrap Text.

7. Format the column as percent with one decimal place

8. Apply a single line bottom border to Cell F4

9. Enter a formula in F5 to calculate how much the total computer sales for Year 2 contributed to the total sales for all items for the same year. In other words, what percent is the total computer sales of the total sales for Year 2?

    Notes:

    =Total Sales Year 2 for Computers/Total Sales Year 2

10. Before copying the formula to the rest of the cells in Column F, edit the formula in Cell F5 to make the cell reference for D12 an absolute reference. Why?

11. Copy the formula to the remaining cells.

12. Insert a new column after Column B (it will be a new Column C).

13. Insert the column heading **Unit Price** in Cell C4 and enter the following prices:

Item	Unit Price
Computer	799
Digital Camera	275
Flash Drive	25
InkJet Cartridge	75
InkJet Printer	575
PDA	299
Scanner	485

14. Format the Unit Price column for currency

15. Enter the column heading **Quantity** in Cell H4

16. Enter the quantity data in Column H

Item	Quantity
Computer	5
Digital Camera	900
Flash Drive	150
InkJet Cartridge	13
InkJet Printer	25
PDA	575
Scanner	500

17. Enter the column heading **Total Price** in Cell I4 and format the cell to wrap and center the text

18. In Column I, calculate the Total Price for each item and format the data as currency.

Notes:

19. Copy the formula to the remaining cells in Column I

20. Enter the row heading **Average** in bold in Column A below the word **Total** and enter a formula in the same row in Column C to calculate the average price of the items

Notes:

21. Key the heading **Highest** in bold in Column A below the word **Average** and enter a formula in the same row in Column C to find the highest priced item

Notes:

22. Key the heading **Lowest** in bold in Column A below the word **Highest** and enter a formula in the same row in Column C to find the lowest priced item

Notes:

23. Readjust the title and subtitle to center across Columns A-I

Notes:

24. Sort the data in descending order by Net Change

25. Check for uniformity by making sure

a. all column headings are formatted in initial caps with a single bottom border

b. any amounts in Row 12 are formatted with an accounting border

26. Print in landscape format

Notes:

INDEPENDENT PRACTICE: USE BASIC FUNCTIONS

In this exercise, you **will work independently** to enter data into a spreadsheet and perform simple calculations. You will use the functions, operations, and formulas listed below and also copy formulas.

- Additio n
- Multiplicatio n
- Average
- Maximum

- Divisio n
- Subtraction
- Sum
- Minimum

Directions:

1. Retrieve the spreadsheet from **Guided Practice: Spreadsheet Formatting**

2. In Cell B8, enter a formula to **add** the quantities of each item

3. In Cell A10, key and indent **Discount** in bold font

4. In Cell F10, enter a formula that will calculate a 10% discount (**multiply** the Total by .10)

5. Enter and indent **Tax** in Cell A11 in bold font

6. In Cell F11, calculate the tax by entering a formula to **multiply** the Total by 6% (.06)

7. In Cell A12, key and indent **Total Cost** in bold

8. In Cell F12, enter a formula to **add** the Total amount and the Tax

9. In Cell A13, key **Total Due** in bold

10. In Cell F13, enter a formula to **subtract** the Discount from the Total Cost

11. Add a single line border around cell range A13:F13

12. In Cell A14, key and indent **Highest** in bold

13. In Cell E14, enter a formula to calculate the highest priced item

14. In Cell A15, key **Lowest** in bold

15. In Cell E15, enter a formula to calculate the lowest priced item

16. Format **only** cells F8 and F13 as currency and the rest of the cells in Column F for 2 decimal places

17. Add the heading **Percent of Total** in Cell G3 and format appropriately to wrap text and appear consistent with the other column headings

18. Readjust the title in Row 1 to center across all columns

19.   Enter a formula in Cell G4 that will calculate the Percent of Total sales (Amount divided by Total) and format the data as percent. You must use an **absolute reference** for Cell F8

Write the formula used:

20.   Verify the accuracy of the formula entered by using a function to write a formula in Cell G8 that will add the percents. If the result is not 100%, you have made a mistake

21.   Save and submit your work according to teacher directions