

Basic Spreadsheet Concepts Exercise 2

Type in the following spreadsheet, and format it to look like the sample below.

Instructions

- 1) Type in all text and numbers shown in the spreadsheet below.
 - 2) Format all numbers as a currency.
 - 3) Center the spreadsheet heading 'Sales And Produce Department' across the spreadsheet.
 - 4) Format all text as displayed in the sample below.
 - 5) Create formulas to display a **total** for each fruit. (ADDITION)
 - 6) Create formulas to display a **total** for each month. (ADDITION)
 - 7) Create a formula to calculate the total sales for all fruit items for the year to date
- .

	A	B	C	D	E	F	G
1	Sales And Produce Department						
2	Fruit Item	January	February	March	April	Year to Date	
3	Apples	\$ 358.00	\$ 456.00	\$ 680.00	\$ 765.00		
4	Bananas	\$ 435.00	\$ 254.00	\$ 213.00	\$ 365.00		
5	Pears	\$ 345.00	\$ 482.00	\$ 326.00	\$ 310.00		
6	Oranges	\$ 389.00	\$ 567.00	\$ 482.00	\$ 567.00		
7	Grapes	\$ 591.00	\$ 428.00	\$ 367.00	\$ 551.00		
8	Kiwifruit	\$ 234.00	\$ 368.00	\$ 439.00	\$ 387.00		
9							
10	Total						
11							
12							

Basic Spreadsheet Concepts Exercise 3

Type in the following spreadsheet, and format it to look like the sample below.

Instructions

- 1) Type in all text and numbers shown in the spreadsheet below.
- 2) Format all numbers with appropriate formats.
- 3) Center the spreadsheet heading 'Mike's Stationery Order' across the spreadsheet.
- 4) Format all text as displayed in the sample below, including the rotated text labels.
- 5) Create formulas to display a total for each stationery item ordered.
Total = Quantity Ordered x Unit Price
- 6) Create a formula to calculate the total for the stationery order.
All Totals added together in cell D13

	A	B	C	D	
1	Mike's Stationery Order				
2	Item	Quantity Ordered	Unit Price	Total	
3	Stabilo Boss Highlighters	2	1.59		
4	Blue Tack	1	2.89		
5	Push Pins (pkt)	1	1.39		
6	Chrome Letter Clips	5	0.59		
7	Stephens Whiteboard Markers (Blue)	2	2.39		
8	Stephens Whiteboard Markers (Green)	2	2.39		
9	Stephens Whiteboard Markers (Red)	2	2.39		
10	Stephens Whiteboard Markers (Black)	2	2.25		
11	A4 White 80 gsm Copy Paper (Ream)	10	5.59		
12					
13	Order Total				
14					

Basic Spreadsheet Concepts Exercise 4

Type in the following spreadsheet, and format it to look like the sample below.

Instructions

- 1) Type in all text and numbers shown in the spreadsheet below.
 - 2) Format all numbers with appropriate formats).
 - 3) Center the spreadsheet heading 'Travel Expenses For The Month Of May' across the spreadsheet.
 - 4) Format all text as displayed in the sample below, including the rotated text labels.
 - 5) Create formulas to display a total for each Sales Rep.
 - 6) Create formulas to calculate the amount due to each sales rep, on the basis that each rep is reimbursed 0.63 cents per kilometer traveled.
HINT: MULTIPLY the total for each Km Traveled for each Sales Rep by 0.63
 - 7) Apply all borders and shading (color) shown in the sample below, feel free to experiment with your own color schemes.

Basic Spreadsheet Concepts Exercise 5

Type in the following spreadsheet, and format it to look like the sample below.

Instructions

- 1) Type in all text and numbers shown in the spreadsheet below.
- 2) Format all numbers with appropriate formats.
- 3) Center the spreadsheet heading "Mike's Lunch Bar" across the spreadsheet.
- 4) Format all text as displayed in the sample below.
- 5) Create formulas to display a total for each item in the Lunch Bar.
MULTIPLY: Units Sold x Unit Price = Sales
- 6) Create a formula to calculate the total sales for the Lunch Bar. (ADD)
- 7) Apply all borders and shading (color) shown in the sample below, feel free to experiment with your own color schemes.

	A	B	C	D	E
1	Mike's Lunch Bar				
2	Lunch Items	Units Sold	Unit Price	Sales	
3	Sandwiches	2,300	\$ 2.50		
4	Meat Pies	1,100	\$ 2.00		
5	Macaroni and other Salads	3,650	\$ 3.50		
6	Filled Rolls	560	\$ 2.30		
7	Soup	348	\$ 3.00		
8	Desserts	288	\$ 2.00		
9	Tea	890	\$ 1.50		
10	Coffee	974	\$ 1.50		
11	Cold drinks	599	\$ 1.00		
12					
13	Total Sales				
14	Averages				
15					
16					

Basic Spreadsheet Concepts Exercise 6

Type in the following spreadsheet, and format it to look like the sample below.

Instructions

- 1) Type in all text and numbers shown in the spreadsheet below.
 - 2) Format all numbers with appropriate formats).
 - 3) Center the spreadsheet heading "Mike's Furniture Store" across the spreadsheet.
 - 4) Format all text as displayed in the sample below.
 - 5) Create formulas to display a total for each item for the year in the Row 16.
 - 6) Create a formula to calculate the total sales for the Month in Column L.
 - 7) Apply all borders and shading (color) shown in the sample below, feel free to experiment with your own color schemes.

Basic Spreadsheet Concepts Exercise 7

Type in the following spreadsheet, and format it to look like the sample below.

Instructions

- 1) Type in all text and numbers shown in the spreadsheet below.
- 2) Format all numbers with appropriate formats).
- 3) Center the spreadsheet heading "Weekly Income Schedule" across the spreadsheet.
- 4) Format all text as displayed in the sample below.
- 5) Create formulas to display a total for each item in the Lunch Bar.
- 6) Create formulas to calculate the Total Exp (Total Expenditure).
Formula should reflect Expenditure – Refund = Total Exp
- 7) Create formulas to calculate the profit.
Formula should reflect Income – Expenses = Profit \$
- 8) Create formulas to calculate the totals for each column. (ADD)
- 9) Apply all borders and shading (color) shown in the sample below, feel free to experiment with your own color schemes.

	A	B	C	D	E	F	
1	Weekly Income Schedule						
2	Date	Expenditure	Refund	Total Exp	Income	Profit \$	
3	06-May	423.98	62			550	
4	13-May	598.12	67.73			780	
5	20-May	410.45	45			659.9	
6	27-May	499.1	33.75			653.98	
7	03-Jun	370.25	28.12			583	
8	10-Jun	440.8	56.25			589.12	
9	17-Jun	530.25	51.75			695.8	
10	24-Jun	490.55	96.75			663.6	
11							
12	Totals						
13							