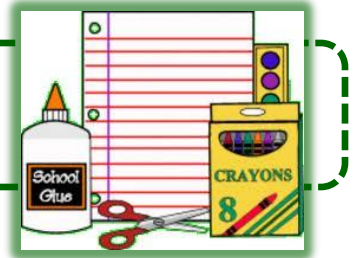


EXCEL PRACTICE #4: School Supplies

Simple Formulas

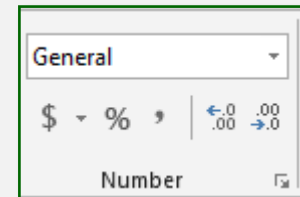


New Skills:

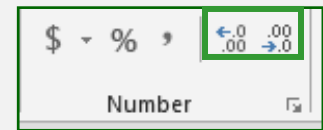
- ◆ Format Numbers as Percentages
- ◆ Format Numbers as Currency
- ◆ Increase/Decrease Decimals
- ◆ Insert Simple Formulas
- ◆ Display Formulas
- ◆ Use Relative & Absolute Cell Referencing
- ◆ Use the Fill Handle

1. Open your Excel Practice workbook.
2. Rename Sheet 4 **Supplies**. Give the tab a color.
3. Insert a header with the title **Supplies**.
4. Format A10 as a **Percentage** (Home>Number>Percentage Style) with 1 decimal points.
 - a. Type 7.5 as the tax rate.
5. Select B2:B7, D2:E7, E8 & format as **Currency**. (Home>Number>Number Format dropdown)
6. Calculate the Sales Tax in D2. Formula: $=(B2*C2)*A10$
 - a. Use the fill handle
 - b. Correct formula: $=(B2*C2)*\$A\10
 - c. The \$ symbol creates an absolute reference.
7. Calculate the Total for each School Supply.
 - a. $=(B2*C2)+D2$
 - b. Use the fill handle to calculate remaining totals for each supply.
8. In E8, use a formula to add all the totals to determine the total cost of your supplies.
9. Select A1:E1.
 - a. Apply a bottom border (Right-Click>Format Cells>Borders) or (Home>Font>Borders) and bold the text
10. Use the Format Painter to copy formatting in row 1 and apply it to cell A9.
11. **Center** align A9.
12. In cell E8, apply a single line top border and a double line bottom border.
13. Save
14. Display the formulas (Ctrl + ~).
 - a. The ~ key is in the top row to the left of 1
 - b. I will check your spreadsheets for formulas so don't just copy the answers
15. Display the data again by pressing Ctrl + ~
16. Save

Formatting Numbers



Increase/Decrease Decimals



	A	B	C	D	E
1	School Supplies	Unit Price	Quantity	Sales Tax	Total
2	Backpack	\$35.00	1	\$2.63	\$37.63
3	Notebook Paper	\$0.75	6	\$0.34	\$4.84
4	Binders	\$3.39	6	\$1.53	\$21.87
5	Flash Drive	\$4.99	1	\$0.37	\$5.36
6	Pencils	\$0.50	4	\$0.15	\$2.15
7	Ear Buds	\$9.99	1	\$0.75	\$10.74
8			GRAND TOTAL		\$82.58
9	Sales Tax				
10	7.5%				

	A	B	C	D	E
1	School Supplies	Unit Price	Quantity	Sales Tax	Total
2	Backpack	35	1	=(B2*C2)*\$A\$10	=(B2*C2)+D2
3	Notebook Paper	0.75	6	=(B3*C3)*\$A\$10	=(B3*C3)+D3
4	Binders	3.39	6	=(B4*C4)*\$A\$10	=(B4*C4)+D4
5	Flash Drive	4.99	1	=(B5*C5)*\$A\$10	=(B5*C5)+D5
6	Pencils	0.5	4	=(B6*C6)*\$A\$10	=(B6*C6)+D6
7	Ear Buds	9.99	1	=(B7*C7)*\$A\$10	=(B7*C7)+D7
8				GRAND TOTAL	=E2+E3+E4+E5+E6+E7
9	Sales Tax				
10	0.075				