

EXCEL #4: Shopping List Formulas



1. Open your Formulas workbook.
2. Insert a new sheet and rename it **Shopping List**. Give it a tab color.
3. Insert a header with the title **Shopping List**.
4. Enter the text and values below:
 - a. **Adjust** column width as needed.

	A	B	C	D	E	F
1	Happy Harry's Bodega					
2	Do Happy Harry's prices really make us cheer?					
3						
4	Product	Price per item	Quantity	Total Amount	Sales Tax	Total Price
5	Bounty Paper Towels	1.29	5			
6	Duracell batteries	4.59	2			
7	Milky Way Dark	0.65	1			
8	Kleenex	1.09	2			
9	Axe deodorant	3.29	3			
10	Doritos	3.49	1			
11	20 oz. Mt Dew	1.6	2			
12	David BBQ Seeds	1.89	4			
13	Mingua Beef Jerky	5.99	2			
14	Monster Energy Drink	2.5	1			
15						
16	Totals					

5. Make the following formatting changes:
 - a. Select all of the data, format to a **font style** of your choice, **font size 12 pts**.
 - b. **Center** align B4:F16
 - c. **Bold** all column headers.
 - d. **Format** the cells with money to display as currency.
 - e. Place a **border** around **outside** of the data. Format the color and style.
6. Make the following formatting changes to the title rows 1 & 2:
 - a. **Merge & Center** the title across the data columns (A1:F1, A2:F2)
 - b. Change the **Font Color** to a color of your choice and **Italicize**.
 - c. Apply a **Bottom Border** to A2:F2. Change the **line style** and the **line color**
7. Make the following formatting changes to the Totals row data (A16:F16):
 - a. Change the **font size** to **16 pts** and **bold**.
 - b. **Shade** the data.
8. Insert the following formulas using cell references:
 - a. Total Amount: Price * Quantity
 - b. Sales Tax: Total Amount * .07
 - c. Total Price: Total Amount + Sales Tax

Continue on the next page

9. Make the following editing changes:
 - a. Mt. Dew is now on sale!! New price is \$1.00.
 - b. The store no longer sells David BBQ seeds, delete this entire row.
 - c. Add a new product just under Milky Way Dark (insert a row), Suave Shampoo, price is \$1.99, and we need 8 of them.
 - d. You may need to use the fill handle to copy the formula into the blank cells.
 - e. Insert an entire column between Product & Price/Item, label it **Isle #**.
 - f. Enter in fake Isle #s for each of the items. Center the data and adjust column width to 8.
10. In row 16, use a formula to calculate the totals for Quantity, Total Amount, Tax, & Total Price (Hint: use the fill handle after Quantity formula is entered)
11. Save your changes and preview your sheet. Adjust column width as needed.

****BONUS:** Enter a footer: left section insert the *current time*, right section insert the *filename*. (Header & Footer Elements group)



****Insert a ClipArt for extra credit**

Mr. Kurtz's Example

	A	B	C	D	E	F	G
1	<i>Happy Harry's Bodega</i>						
2	<i>Do Happy Harry's prices really make us cheer?</i>						
3							
4	Product	Isle #	Price per item	Quantity	Total Amount	Sales Tax	Total Price
5	Bounty Paper Towels	8	\$1.29	5	\$6.45	\$0.45	\$6.90
6	Duracell batteries	21	\$4.59	2	\$9.18	\$0.64	\$9.82
7	Milky Way Dark	2	\$0.65	1	\$0.65	\$0.05	\$0.70
8	Suave Shampoo	4	\$1.99	8	\$15.92	\$1.11	\$17.03
9	Kleenex	8	\$1.09	2	\$2.18	\$0.15	\$2.33
10	Axe deodorant	4	\$3.29	3	\$9.87	\$0.69	\$10.56
11	Doritos	13	\$3.49	1	\$3.49	\$0.24	\$3.73
12	20 oz. Mt Dew	7	\$1.00	2	\$2.00	\$0.14	\$2.14
13	Mingua Beef Jerky	1	\$5.99	2	\$11.98	\$0.84	\$12.82
14	Monster Energy Drink	6	\$2.50	1	\$2.50	\$0.18	\$2.68
15							
16	Totals			27	\$64.22	\$4.50	\$68.72
17							