

Student Name: _____ Period: _____ Date: _____

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

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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

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- 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:

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

- 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?

- Copy the formula to the remaining cells.

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

- 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

- Format the Unit Price column for currency
- Enter the column heading **Quantity** in Cell H4

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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: