

Student Name: _____ Period: _____ Date: _____

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.

- Addition
- Multiplication
- Average
- Maximum
- Division
- 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

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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.