

Spreadsheets Exercise 2

Formatting Cells

Enter the text and numbers into the indicated cells in the following diagram and format them appropriately.

	A	B	C	D	E	F
1	DISCOUNT WHOLESALERS					
2						
3	Daily Sales					
4						
5	July 28, 2022					
6						
7	ITEM	QUANTITY SOLD	SELLING PRICE	TOTAL SALES PER ITEM		
8	Hair Drier	1	\$32.50			
9	Toaster	3	\$40.95			
10	Kettle	2	\$21.60			
11	Radio	5	\$53.65			
12			TOTAL SALES:			
13						

- 1 Use formulas to calculate the total sales for each item. For example:

at cell D8: $=B8*C8$

- 2 Use a SUM formula to calculate the total sales for the day in cell D12.

- 3 Save your file under an appropriate name.

- 4 On a different day (July 29) the following sales were made:

3	HAIR DRIERS	4	KETTLES
1	TOASTER	2	RADIOS

- 5 Make these changes to your worksheet and save it under a different name.