Creating an Excel Spreadsheet

Open Excel, then create column headings for a Snack Shop Data Sheet by doing the following:

- **Type** "**Price**" in cell **B1**
- **Type** "**Quantity Sold**" in cell **C1**
- **Type** "**Total $ Made**" in cell **D1**

2. **Enter** snack names in cells **A2 through A8** (**Water, Gatorade, Orange Juice, Granola Bars, Apples, Bananas, and Pretzels**) – see diagram below.

3. Resize all columns to the width of the text.

4. Format the **cells in column B and D** to "Currency". *(**Home** ribbon, **Number** category, **Currency**)* Remember to select the columns you want to format by clicking on the column letter so that the column is highlighted!

5. **Fill in** prices for column B and quantity in column C

Water	.25	3
Gatorade	1	7
Orange Juice	.75	5
Granola Bars	.10	5
Apples	.50	6
Bananas	1.5	7
Pretzels	2	9

6. At the bottom, on the tabs, right click and **rename** "Sheet 1" to say "**Snack Sept**." OR: (**Home** ribbon, **Cells** Category, **Format** dropdown, **Rename Sheet**)

7. In cell **D2**, **type** a formula that will automatically find the product of the price from cell **B2** times the quantity in cell **C2**. (multiply)   Hint: **=PRODUCT(B2:C2)**

8. Apply **autofill** to populate the same formula for cells **D3-D8** Small ▢ square, bottom right of cell.

D
Total $ Made
$0.75
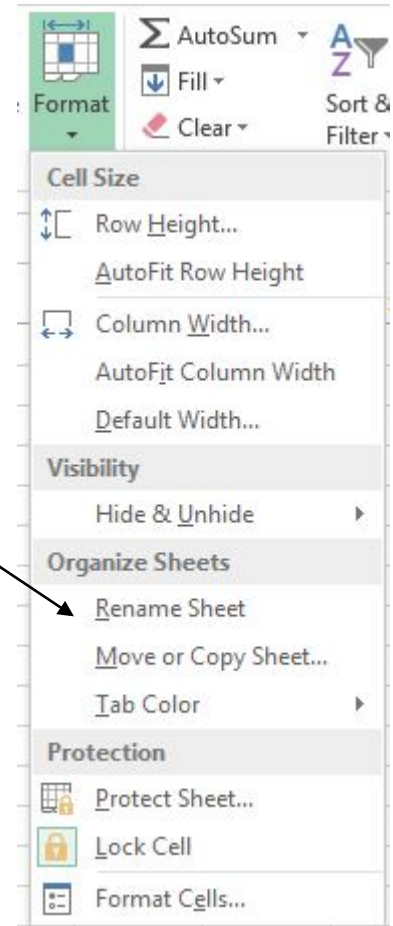
9. **Type Number of Supplies Sold** in cell **B10**. Reset the column width as in Part One as needed.

10. In cell **C10 type** a formula that will find the **total number** of supplies sold in **C2** through **C8**.   Hint: **=SUM(C2: C8)** OR: Use the AutoSum (**Home** ribbon, **Editing** Category, **AutoSum**)

11. **Type Total Money Made** in cell **C12**

12. **Type Average Price of Supplies** in cell **C13**. Reset the column width as needed.

13. In cell **D12 type** a formula to find the total of all of the sales at the Snack Shop. Hint: **=SUM(D2:D8)** OR use **AutoSum**

14. In cell **D13 type** a formula to find the average price of the snacks sold at the Snack Shop.   Hint: **=AVERAGE(B2:B8)**
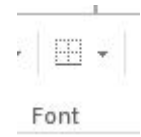
15. Create Title Cell
    - Insert a row above Row 1.
    - Highlight and merge cells **A1** to **D1** (Right click, **format-cells,-alignment-Merge cells**) OR (**Home** ribbon, **Cells** category, **Format** drop down, **Format Cells, Alignment** tab, **Merge Cells**) OR short cut
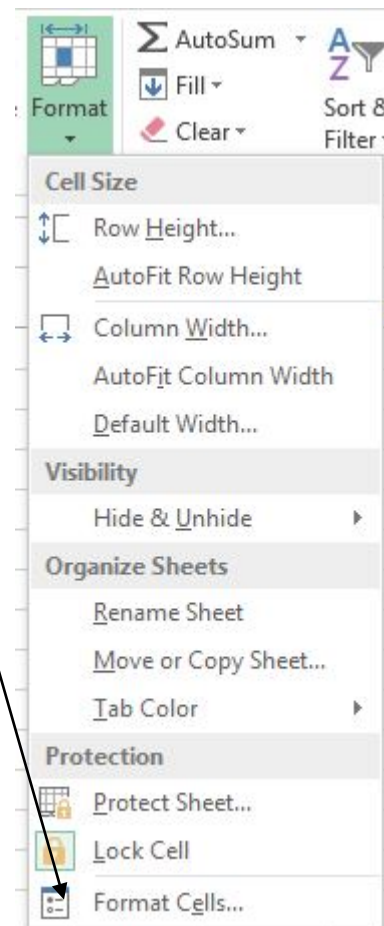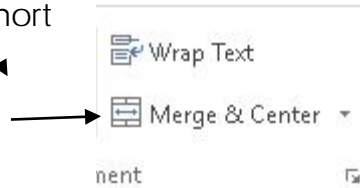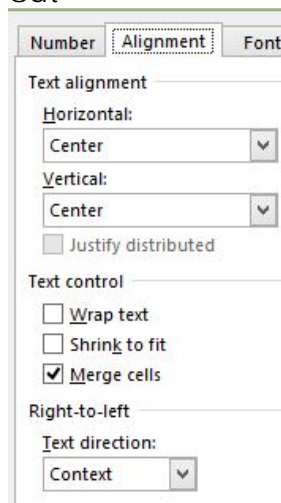
    - **Type** title "**Your Name's Snack Shop**" into the merged cells.

16. Add a border on the bottom of the title cell (**Home** ribbon, **Font** category, borders)
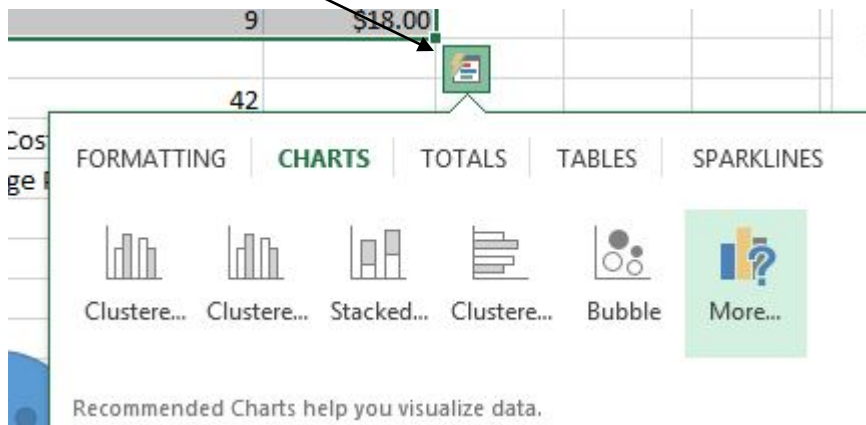
17. In the empty space under your chart, insert two different clip art pictures. (**Insert** ribbon, **Illustrations** category, **Online pictures**)

18. Set the print area so that it will print cells **A1** through **D13** (to not include the average or pictures)Highlight cells then (**File**➡**Print**➡ **Settings**➡**Selection**)

19. Add a chart that shows the cost, the number sold and the total $ made for this day. (Highlight what you want to show in your chart,

	Price	Quanitiy Sold	Total $ Made
Water	$0.25	3	$0.75
Gatorade	$1.00	7	$7.00
Orange Juice	$0.75	5	$3.75
Granola Bars	$0.10	5	$0.50
Apples	$0.50	6	$3.00
Bananas	$1.50	7	$10.50
Pretzels	$2.00	9	$18.00

Use the box that appears to choose Charts and what type of chart you want.

| 9 | $18.00 |

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| FORMATTING | CHARTS | TOTALS | TABLES | SPARKLINES |

Clustere... Clustere... Stacked... Clustere... Bubble More...

Recommended Charts help you visualize data.

Recommended Charts   PivotChart

Charts

OR use **Insert** ribbon, **Charts** (recommended charts is good!)

Hair and Makeup for charts ☺