## Excel Activity Grade 9

| Better Value Appliance |  |  |  |  |
| :--- | :--- | :--- | :--- | :--- |
|  |  |  |  |  |
| Product \# | Product | Quantity | Unit Price | Total Sales Per <br> Product |
| R3566 | Portable Radio | 30 | 2000 |  |
| C5364 | Cloths Iron | 50 | 1200 |  |
| V3419 | Television | 22 | 15000 |  |
| MX345 | Microwave | 15 | 6500 |  |
| TV346 | Stereo System | 25 | 16500 |  |
| V3487 | DVD | 40 | 8500 |  |
|  |  |  |  |  |
| Total Sales of all Products |  |  |  |  |
| Total Quantity Sold |  |  |  |  |
| Highest Unit Price |  |  |  |  |
| Average Sales |  |  |  |  |
| Lowest Quantity |  |  |  |  |

Mr. Thomas, the manager of the Better Value Appliance store wants to try his hand at computerizing simple aspects of his accounts. He approaches you to give him a demonstration of how this can be done routinely and simply by entering his sales information.

1. Do the worksheet above in MS Excel
2. Change the font of the title (Better Value Appliance) to impact, font size to 16, font color blue.
3. Change the font of the entire spreadsheet (excluding Title) to Tahoma, font color Black and font size to 11 .
4. Bold, centre the column headings, font color blue and fill color yellow (Product \#, Products, Quantity sold, etc).
5. In the Appropriate cells. Enter the required formulae for.
a. Total Sales Per Product, given that Quantity sold multiplied by Unit Price is equal to Total Sales Per Product
b. Total sales of all products
c. Total Quantity Sold
d. Highest unit Price
e. Average sales
f. Lowest quantity
6. Use all Borders to border your data.
7. Add currency to all monetary values (\$)
8. Save the workbook as Mr. Thomas Store.
