

EXCEL EXERCISES

1. Type up the following spreadsheet:-

ITEMS	PRICE PER ITEM	QUANTITY	TOTAL PRICE
CRISPS	0.54	10	
SMARTIES	0.95	15	
COKE	1.20	26	
TOTAL PRICE			

2. Change the Price Per Item column in Currency (English)
3. Change all headings to be BOLD
4. Change size of text in headings to be FONT SIZE 14
5. Change the COLOUR OF TEXT in all of the spreadsheet to be BLUE
6. FILL IN the headings to the colour YELLOW
7. Work out the TOTAL PRICE for EACH ITEM
8. Work out the TOTAL PRICE for total price for ALL THE ITEMS

LEARNING HOW TO REPLICATE (COPYING FORMULA)

1. Highlight and delete all the information in the TOTAL PRICE column
2. Work out the TOTAL PRICE for CRISPS
3. REPLICATE this formula for SMARTIES AND COKE – using the following notes:-

D2 fx =B2*C2

	A	B	C	D
1	ITEMS	PRICE PER ITEM	QUANTITY	TOTAL PRICE
2	CRISPS	£0.54	10	£ 5.40
3	SMARTIES	£0.95	15	
4	COKE	£1.20	26	

PLACE YOUR CURSOR OVER THE LITTLE BLACK SQUARE
A BLACK CROSS WILL APPEAR
CLICK ON THE BLACK SQUARE WHEN THIS APPEARS

D2 fx =B2*C2

	A	B	C	D
1	ITEMS	PRICE PER ITEM	QUANTITY	TOTAL PRICE
2	CRISPS	£0.54	10	£ 5.40
3	SMARTIES	£0.95	15	
4	COKE	£1.20	26	
5				

DRAG THE CURSOR DOWN TO D4 FOR COKE NOW LIFT FINGER OFF MOUSE

NOTE: A FUZZY LINE WILL APPEAR AROUND ALL OF D2-D4

Excel will have copied the formula so you do not have to enter it another 2 times.

Check the formula (CLICK IN CELL) look in the FX box and you will see the following:-

CRISPS =	B2*C2
SMARTIES =	B3*C3
COKE =	B4*C4