

SPREADSHEET EXERCISE 2

- Create a spreadsheet.
- Enter the data shown in the table.

Item	Number Sold	Cost Each	Overall Amount
Xmas Fillers	3,000	5.75	
Cards (boxes)	7,000	1.99	
Calendars	450	6.99	
Stamps (books)	400	10.00	
Overall Amount			

- Make sure all data in the table is fully displayed.
- Save the spreadsheet as Spreadsheet - Christmas Items Sold (remember to Save after each new item)
- Format the headings in Green.
- Format the figures in currency with 2 decimal places.
- Using a formulae, calculate the overall amount sold for the Xmas Fillers. (Cost * Number Sold)
- Use Fill Down to calculate the amount sold in the other categories.
- Use the Sum facility to calculate the overall amount of all sales.
- Sort the spreadsheet into alphabetical order.
- Colour the Overall Amount cells Yellow.