*Spreadsheet Exercise*

**WHAT HAVE YOU LEARNT?**

Chapter 41: Introduction to Microsoft Office Excel 2007

**EXERCISE # 76 - H.**

1. Reproduce the following data as accurately as possible in Spreadsheet **(4 marks)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Shopping List** |  |  |  |
|  |  |  |  |
| Item | Price per Item | Qty | Total |
| Eggs | 12.75 | 24 |  |
| Flour | 5.5 | 2 |  |
| Rice | 4 | 2 |  |
| Bread | 6 | 3 |  |
| Sugar | 3.5 | 2 |  |
| Salt | 1.25 | 1 |  |

1. Change the font size of the contents to 14. **(1 mark)**
2. Change the headings to bold. **(1 mark)**
3. Centre justify all the values. **(1 mark)**
4. Change the orientation of the cells labelled, ITEM, PRICE PER ITEM, QTY and TOTAL to 35 degrees. **(2 marks)**
5. Insert a formula to calculate the total cost of each item. **(2 marks)**
6. Calculate the total cost all the totals in a new cell. **(2 marks)**
7. Ensure to change the appropriate values to currency **(1 mark)**
8. Save the spreadsheet activity as **Shopping List (1 mark)**

**TOTAL 15 MARKS**