

Spreadsheets

- 1 Create a spreadsheet for your customer, a small shop selling painting and decorating materials, use the formatting instructions below and add any other formatting features (bold, italic, font, font size etc), which you think will improve the look of the spreadsheet. Check with your customer as you go along that this is what she needs.
- 2 Insert a header with your name the customer number (2.06) and the date
- 3 Insert a footer and include a page number and the name of your file
- 4 Give the spreadsheet the heading "Substances in stock". The text of the heading should be size 20 point and in bold. The rest of the text and numeric data should be the default size.
- 5 Below the heading and starting in cell A3, create a spreadsheet from the information given below.

Substances	Quantity	Unit price	Total price
Matt Emulsion	15	6.99	
Silk Emulsion	27	6.50	
Undercoat	9	5.50	
Wood Primer	12	4.95	
Gloss	12	6.25	
Masonry Paint	100	11.50	
Wood Stain	5	12.30	
Varnish	8	7.90	
Timber Paint	14	4.99	
Preservative	2	5.20	
Total			

- 6 Embolden all column headings and row labels.
- 7 All monetary amounts must be formatted as currency.
- 8 Create formulas that will calculate the Total price for each item and an overall total.
- 9 Check through your work and Save the spreadsheet using the name you typed in the footer. Change the Page Orientation to Landscape and Print.
- 10 The price of Gloss paint has been increased to 6.99. Make the change.
- 11 You need to add two new items to the spreadsheet. Wallpaper Paste and Woodchip Wallpaper. There are 200 rolls of wallpaper at 2.99 per roll and 70 packets of Wallpaper paste at 3.50 per packet.
- 12 Sort your spreadsheet by Substances in column A
- 13 Ensure that the spreadsheet reflects any changes you have made.
- 14 Save and Print the spreadsheet.
- 15 Insert a column after Total price. Name the column "Incl. VAT".
- 16 In the Incl. VAT column create a formula that will work out the price of Matt Emulsion if VAT at 17.5% is added to the Total price. Replicate the formula to include all other items. Also enter a formula to calculate the total.
- 17 Save and print out the spreadsheet.
- 18 Provide a printout showing all the formula used.

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- 19 Return your spreadsheet to show just the values. Make a new column with a heading VAT at 20%, and calculate the prices if VAT is changed to 20%. Also enter a formula to calculate the total. Calculate the difference in takings if this was to occur and put the result in cell E21.
- 20 Copy the whole of the spreadsheet data (column headings, row labels and data) and paste it three rows beneath the original one. Delete the information in the Quantity column of the **copied** spreadsheet data. You should now have a spreadsheet ready for you to input the next week's figures.
- 21 Check, Save, change the Orientation to Landscape and Print the spreadsheet.
- 22 Change all occurrences of the word "Substances" to "Materials".
- 23 Check, Save and Print the spreadsheet. Make sure that the spreadsheet is checked by your customer and meets her requirements.