



Exercise Part 1-3:

Open a new workbook and enter the data as shown below:

	A	B	C	D	E	F	G
1	Category	Item	Quantity	Unit	Price	Total Cost	Brand/Comments
2	Produce	Oranges	1	Bag	1.99		Hubb
3	Dairy	Milk	1.5	Gal	2.99		
4	Meat	Beef	3	Lb	4.99		
5	Drinks	Coffee	2	Lb	6.99		Store Brand
6	Pasta	Noodles	5	Lb	1.59		
7	Soup	Dry mix	5	Pkt	1.09		
8	Bakery	Bread	3	Pkt	1.99		
9	Snacks	Cookies	3	Doz	2.89		
10	Supplies	Paper plates	2	Pkt	1.29		

Follow the steps below:

- 1) Insert two rows above row number 1.
- 2) Enter the word "Grocery List" in cell A1. Change the font style to **Indochina MS** and size 24.
- 3) Enter the word "DATE" in cell A2. Change the font style to **Indochina MS**.
- 4) In Cell F4, enter the formula to find the total cost for row 4. (Hint: Qty*Price =>C4*E4).
- 5) Once the answer in cell F4, copy the formula to all rows below. (Hint: double-click on fill-handle).
- 6) Select cells F4:F12 and format as "Currency".
- 7) Select cells F4:F12 and format as "Accounting".
- 8) Select cell A13 and Type in "Average Price".
- 9) Select cell E13 and find out the average price of the price column E by using the **=AVERAGE** under the **Autosum** function drop down arrow.
- 10) Select cell A14 and type in "Grand Total Cost".
- 11) Select cell F14 and find out the Sum by using the **Autosum** function.
- 12) Change row heights of row 1 and 24 to "30" by using Format>Row Height in Home>Cells group.
- 13) Select cell A3:G3. Change the fill color to dark brown. Change the Font color to white.
- 14) Select cell A3:G34 and use "linked Cell" Style.
- 15) Finally, select columns C through E and change the column width to "8" by using Format>Column width in Home>Cells group.
- 16) Open the **Grocery List Practice.xlsx** workbook. Your spreadsheet should look like **GroceryFinal** worksheet.

Excel 20chapter Answers

Margaret L. Niess, John Lee



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