

Exercise Part 3-3:

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

	A	B	C	D	E	F	G
	Category	Item	Quantity	Unit	Price	Total Cost	Brand/Comments
1	Produce	Oranges	10	Bags	3.99		Market
2	Dairy	Milk	1.5	Gall	2.99		
3	Meat	Beef	3	LBs	45.99		
4	Drinks	Coffee	2	LBs	6.99		Starbucks
5	Pasta	Macaroni	5	LBs	1.99		
6	Soup	Dry mix	12	Pkts	1.99		
7	Bakery	Bread	3	Pkts	1.99		
8	Snacks	Cookies	3	Oz	2.99		
9	Supplies	Paper plates	2	Pkts	1.29		

Follow the steps below:

- Insert two rows above row number 1.
- Enter the word "Grocery List" in cell A1. Change the font style to **bold** and size 24.
- Enter the word "DATE" in cell A2. Change the font style to **bold** and size 14.
- In cell F4, enter the formula to find the total cost for row 4. (Home: Qtry*Price =C4*E4).
- Copy the amount in cell F4, copy the formula to all rows below. (Home: double-click on the formula).
- Select cells B4-E12 and format as "Currency".
- Select cells F4-F12 and format as "Accounting".
- Select cell A13 and type in "Average Price".
- Select cell B13 and find out the average price of the price column E by using the **AVERAGE** under **AutoSum**.
- Select cell A14 and type in "Grand Total Cost".
- Select cell F14 and find out the sum by using the **AutoSum**.
- Change row heights of row 1 and 14 to "30" by using **Format>Row Height** in Home>Cells group.
- Select cell A15-G1. Change the fill color to dark brown. Change the font color to white.
- Select cell A15-G14 and use "Glossy16" style.
- Finally, select columns C through G and change the column width to "18" by using **Format>Column width** in Home>Cells group.
- Open the **Grocery List (Practice.xlsx)** worksheet. Your spreadsheet should look like **GroceryFinal** worksheet.

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Margaret L. Niess,John Lee

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