

ECDL Module 4 – Handout 04

1. Start a new spreadsheet and type in the following spreadsheet:

	A	B	C	D	E
1	Sweets Shop				
2					
3	Item	Qty	Price		
4	Kit-Kat	34	0.78		
5	Crunchy	45	0.45		
6	Mars	12	0.45		
7	Dairy Milk	65	0.54		
8					

2. Save the spreadsheet as **Sweets.xlsx**.
3. Delete **Sheet2** and **Sheet3**.
4. Insert a new column before column B.
5. In cell **B3**, enter the text **Supplier**.
6. Open **Additional Details.xlsx** and copy **A4:A6** to cell **B4** on the **Sweets** workbook.
7. In the **Sweets** workbook, enter the text **Candy Land** in cell **B7**.
8. Resize columns **A** and **B** to 20 and columns **C** and **D** to 12.
9. Rename **Sheet1** to **Stock List**.
10. From the workbook **Sweets**, copy the worksheet **Stock List** to the **Additional Details** workbook after worksheet **Sheet 3**.
11. Close **Sweets.xlsx**.
12. On the worksheet **Stock List**, delete the contents of column B.
13. If cell **C4** is chosen then sort is pressed the cell contents will not be sorted as they should. Why does this happen? (Type your answer in Cell **A12**).
14. Delete column **B**, and sort the cell contents by the **Item** name in ascending order.
15. In cell **D3**, enter the text **Mark-Up**.

16. In order to make a profit, the sweets are sold at a mark-up of 5%. In cell **D4** type **1.05**. Replicate this number to cell range **D5:D7**. Ensure that all numbers are **1.05**.
 17. In cell **E3**, enter the text **Selling Price**.
 18. In cell **E4**, multiply the price (**C4**) by the markup (**D4**). Replicate where needed.
 19. In cell **F3**, type **Total Cost**.
 20. In cell **F4**, we're going to calculate the total price of the items. Multiply the Price (**C4**) by the Quantity (**B4**). Replicate where needed.
 21. In cell **G3**, type **Gross Total**.
 22. In cell **G4**, multiply the quantity (**B4**) by the selling price (**D4**). Replicate where required.
 23. In cell **F8**, calculate the total of cell range **F4:F7**, and in cell **G8** calculate the total of cell range **G4:G7**.
 24. In cell **B10**, type **Net Profit**.
 25. In cell **C10**, calculate the net profit by subtracting **F8** from **G8**.
 26. On **Sheet2**, use Autofill to replicate the cell contents of **D2** to cell range **D3:D7**.
 27. On the same worksheet, use Autofill to replicate the cell contents of **E2** to cell range **E3:E7**.
 28. Save the workbook and close it.
 29. Open **Answerbook.xlsx** and answer all questions.
 30. Save and close all open workbooks.
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