

Personal Computer Skills
Creating Formulas
Project Directions

LUMBERJACKS DIRECTIONS

1. Open the spreadsheet titled LumberJacks on the Formulas web page on my website. Save the project as P_LumberJacks_last name.
2. Enter formulas in D6, D7, D8 and D9 to calculate the total of each item when quantities are entered in column C.
3. Enter a formula in D10 to sum the totals in D6:D9.
4. Enter a formula in D11 to calculate a sales tax of 8.75% of the subtotal in D10.
5. Enter a formula in D12 to add the subtotal and sales tax.
6. Format D6:D12 for currency with two places to the right of the decimal point.
7. Underline the contents of D9 and D11. The worksheet is now ready to accept data unique to the individual customer.
8. A customer purchases two Long Sl. T-shirts, three Short Sl. T-shirts, one sweatshirt, and four coffee mugs. Enter the quantities in column C.
9. Merge and Center the title across the spreadsheet. Add the title cell style to the title.
10. Merge and Center the subtitle across the spreadsheet. Format the subtitle using the Heading 3 style.
11. Highlight the cells with data in Row 4 and format the cells with the Heading 4 style.
12. Highlight the cells with data in Row 12 and format the cells using the total cell style.
13. When you are confident that the formulas are correct, save, close, and upload the worksheet to the drop box.

INVESTMENTS DIRECTIONS

1. Open the spreadsheet titled Investments and save it as P_Investments_last name.
2. Calculate the values of the stocks in column D by entering formulas in D6 through D8. The formulas should multiply the number of shares in column B times the price of the shares in column C.
3. Calculate the values of the mutual funds in column D by entering formulas in D10 and D11. Similar to the stocks, the formulas should multiply the number of shares in column B times the price of the shares in column C.
4. Enter a formula in D12 that sums the values in D4 through D11.
5. Determine the percentage of each investment with respect to the total investments. Enter the following formula $=D4/(\$D\$12)$ in E4.
6. You may have noticed that the formula you entered in E4 contains an absolute reference. If this formula is copied into other cells, the absolute reference to D12 will remain the same. Copy the formula in E4 to cells E6 through E8, and cells E10 through E12.
7. Merge and Center the title in A1 across the top of the spreadsheet and add the title Cell style.
8. Highlight all the cells with data in row 11 and add the total cell style.
9. Set the worksheet to print on one page.
10. Add a header with your name and period number.
7. Save, close, and upload the worksheet to the drop box.