

Excel Activity Grade 9

Better Value Appliance				
Product #	Product	Quantity	Unit Price	Total Sales Per Product
R3566	Portable Radio	30	2000	
C5364	Cloths Iron	50	1200	
V3419	Television	22	15000	
MX345	Microwave	15	6500	
TV346	Stereo System	25	16500	
V3487	DVD	40	8500	
Total Sales of all Products				
Total Quantity Sold				
Highest Unit Price				
Average Sales				
Lowest Quantity				

Mr. Thomas, the manager of the Better Value Appliance store wants to try his hand at computerizing simple aspects of his accounts. He approaches you to give him a demonstration of how this can be done routinely and simply by entering his sales information.

1. Do the worksheet above in MS Excel
2. Change the font of the title (**Better Value Appliance**) to impact, font size to 16, font color blue.
3. Change the font of the entire spreadsheet (excluding Title) to Tahoma, font color Black and font size to 11.
4. Bold, centre the column headings, font color blue and fill color yellow (Product #, Products, Quantity sold, etc).
5. In the Appropriate cells. Enter the required formulae for.
 - a. Total Sales Per Product, given that Quantity sold multiplied by Unit Price is equal to Total Sales Per Product
 - b. Total sales of all products
 - c. Total Quantity Sold
 - d. Highest unit Price
 - e. Average sales
 - f. Lowest quantity
6. Use all Borders to border your data.
7. Add currency to all monetary values (\$)
8. Save the workbook as **Mr. Thomas Store**.