26 Accounts Payable

New Skills

1. Format cells to percentages.

Activity Overview

Assume you work at the Game Stop store at your local mall. The owner has done his research and ordered the most popular games to fill the shelves in preparation for the upcoming holiday season. The games and their invoices recently arrived.
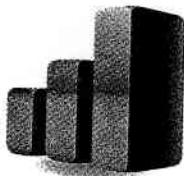
Vendors generally offer a cash discount for early payment to customers who buy on account. Your employer intends to pay the vendors within 15 days of receipt of the invoices in order to take advantage of the discounts offered. For the buyer, the discount is called a purchase discount; for the seller, it is called a sales discount. The owner asks you to help calculate what is owed to each vendor.

The following activity illustrates how spreadsheets can be used to calculate a company's purchase discounts, sales tax, and amount owed to vendors.

Instructions

1. Create a NEW spreadsheet.

 * *Unless otherwise stated, the font should be 10 point Arial.*

2. Type the data as shown.

3. Format the width of column A to 24.0 and left align.

4. Format the width of column B to 11.0 and right align.

5. Format cells B10 – B40 as numbers displaying 2 decimal places with a comma separator.

6. Format the width of column C to 11.0 and center align.

NEW SKILL ▶ 7. Format cells C10 – C35 as percentages displaying 0 decimal places.

8. Format the width of columns D – G to 11.0 and right align.

9. Format cells D10 – G40 as numbers displaying 2 decimal places with a comma separator.

10. Bold cell A2 and change the font size to 14 point.

11. Bold cell A3 and change the font size to 12 point.

12. Bold rows 7 and 8.

Accounts Payable

13. Compute the formulas for the first company, ABC Game Industries, as follows (assume the sales tax is 6%):

    a. PURCHASE DISCOUNT=AMOUNT BILLED*% DISCOUNT –> In cell D10, type **=B10*C10**

    b. SUBTOTAL=AMOUNT BILLED-PURCHASE DISCOUNT –> In cell E10, type **=B10-D10**

    c. SALES TAX=6%*SUBTOTAL –> In cell F10, type **=6%*E10**

    d. AMOUNT OWED=SUBTOTAL+SALES TAX –> In cell G10, type **=E10+F10**

14. Use the AutoFill feature to copy the formulas down for the remaining companies.

15. Enter formulas to calculate the Totals, Average, Maximum, and Minimum for column B and columns D – G.

16. Bold rows 37 – 40.

17. Display formulas in your spreadsheet by using <CTRL> + ` to check for accuracy.

18. Carefully proofread your work for accuracy.

19. Save the spreadsheet as ACCOUNTS PAYABLE.

20. Analyze the changes made to the data in the spreadsheet.

21. Set the Print Area to include all cells containing data in the spreadsheet.

22. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.

23. Print a copy of the spreadsheet if required by your instructor.

26 Accounts Payable

INPUT **DATA**

	A	B	C	D	E	F	G
1	Activity 26 Student Name						
2	GAME STOP						
3	Russell Plaza						
4	500 Russell Road						
5	Detroit, MI 48201						
6							
7							
8	COMPANY	AMOUNT BILLED	% DISCOUNT	PURCHASE DISCOUNT	SUBTOTAL	SALES TAX	AMOUNT OWED
9							
10	ABC Game Industries	630	0.04				
11	American Eagle	743	0.06				
12	Avalon Press	276	0.04				
13	British Isles Industries	300	0.04				
14	Cape Cod Game Company	987	0.06				
15	Championship Games	745	0.06				
16	Creative Merchandise Co.	734	0.06				
17	DZ Games	2495	0.02				
18	EA Sports	125	0.05				
19	Far East Games	243	0.03				
20	Fast Game Entertainment	875	0.05				
21	Firefight Games	985	0.02				
22	Funmaker Games	456	0.03				
23	Gale Force Gaming	800	0.02				
24	Game Crazy	1198	0.04				
25	Game Designers	983	0.02				
26	Game Masters Studio	358	0.02				
27	Game Developers, Ltd.	654	0.05				
28	Game Shop	250	0.04				
29	Hing Luen, Ltd.	589	0.02				
30	HK Hobbies	2389	0.07				
31	International Games, Ltd.	2039	0.05				
32	KG Game Works	645	0.03				
33	New England Games	738	0.06				
34	Party Games Plus	234	0.05				
35	Toys and Games	399	0.02				
36							
37	TOTALS						
38	AVERAGE						
39	MAXIMUM						
40	MINIMUM						

L.A. Lakers® 2

27

New Skills

1. Cut, copy, and paste data.
2. Use sets of parentheses in formulas.

Activity Overview

This activity expands on the L.A. Lakers® spreadsheet created in Activity 4. This activity illustrates how spreadsheets can be used to record:

1. The players, their uniform number, their position, and games played.
2. Field goals made, attempted, and percentage.
3. Three-point shots made, attempted, and percentage.
4. Free throws made, attempted, and percentage.
5. Total points scored and scoring average.

Instructions

1. Open the file L.A. LAKERS previously created in Activity 4.

★ *Unless otherwise stated, the font should be 10 point Arial.*

2. Change the Activity # in row 1 to read Activity 27.

3. Type the additional data as shown in columns E – O.

NEW SKILL ▶ 4. Copy cell A2 to cells E2 and K2.

NEW SKILL ▶ 5. Cut cell A4 and paste it in to cell E4.

6. Bold cells E9 – O9.

7. Format the width of columns D – O to 7.0.

8. Select cells E9 – O22 and right align.

9. Format column O as numbers displaying 1 decimal place.

10. Format columns G, J, and M as percentages displaying 1 decimal place.

11. Compute the formulas for the first player as follows (See **Table 27-1** to interpret the abbreviations used in each column):

    a. PCT (Percentage of field goals made)=FGM/FGA –> In cell G10, type =E10/F10

    b. PCT (Percentage of three-point shots made)=3PM/3PA –> In cell J10, type =H10/I10

    c. PCT (Percentage of free throws made)=FTM/FTA –> In cell M10, type =K10/L10

    NEW SKILL ▶ d. PTS (Total points scored)=(FGM*2)+(3PM*3)+FTM –> In cell N10, type =(E10*2)+(H10*3)+K10

    e. AVG (Average points per game)=PTS/GAMES PLAYED –> In cell O10, type =N10/D10

12. Use the AutoFill feature to copy the formulas down for the remaining players.

27

L.A. Lakers® 2

13. Display formulas in your spreadsheet by using <CTRL> + ` to check for accuracy.

14. Carefully proofread your work for accuracy.

15. Save the spreadsheet as L.A.LAKERS 2.

16. Analyze the changes made to the data in the spreadsheet.

17. Set the Print Area to include all cells containing data in the spreadsheet.

18. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page. Set the Page Orientation to Landscape.

19. Print a copy of the spreadsheet if required by your instructor.

TABLE **27-1**

Abbreviations interpreted:

FGM	Field Goals Made		FTM	Free Throws Made
FGA	Field Goals Attempted		FTA	Free Throws Attempted
3PM	Three-Point Shots Made		PTS	Total Points Scored
3PA	Three-Point Shots Attempted		AVG	Average Points Per Game

L.A. Lakers® 2

INPUT DATA

Excel It!
ACTIVITY
27

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Activity 4														
2	N.B.A. CHAMPIONS														
3	L.A. LAKERS														
4	2010-2011 Roster														
5															
6	Head Coach: Phil Jackson														
7															
8		JERSEY	POSITION	GAMES											
9	PLAYER	NUMBER	PLAYED	PLAYED	FGM	FGA	PCT	3PM	3PA	PCT	FTM	FTA	PCT	PTS	AVG
10	Kobe Bryant	24	G	23	234	511		49	131		154	183			
11	Pau Gasol	16	F-C	23	165	306		0	3		120	158			
12	Ron Artest	37	F	23	101	254		34	117		22	38			
13	Derek Fisher	2	G	23	82	183		27	75		46	56			
14	Lamar Odom	7	F	23	91	194		10	41		30	50			
15	Andrew Bynum	17	C	23	80	149		0	1		38	56			
16	Shannon Brown	12	G	23	42	107		9	32		20	28			
17	Jordan Farmar	5	G	23	38	94		20	50		9	13			
18	Adam Morrison	6	F	2	4	9		0	2		0	1			
19	Sasha Vujacic	18	G	10	10	23		6	15		2	6			
20	Didier Ilunga-Mbenga	28	C	3	2	6		0	1		1	1			
21	Luke Walton	4	F	16	7	23		2	9		2	4			
22	Josh Powell	21	F	13	3	8		0	1		3	4			

Source: http://www.nba.com/lakers/

Excel It!

28 Quarterback Statistics

New Skills

1. Change cell shading.

Activity Overview

Statistics play an important role in any sport. They are used in evaluating team performance as well as the performance of individual players. Football statistics are very simple to understand and compute.

The following activity illustrates how spreadsheets can be used to compute the completion percentage of NFL® quarterbacks during the 2009 season. In this activity, you will be applying cell shading to enhance the appearance of a spreadsheet.

Instructions

1. Create a NEW spreadsheet.

* *Unless otherwise stated, the font should be 10 point Arial.*

2. Type the data as shown.

3. Bold cell A2 and change the font size to 16 point.

4. Format the width of columns B and C to 20.0 and left align.

5. Center align cells A5 – A30 and cells D5 – G30.

6. Compute the formula for the first player's PCT (Completion Percentage) as follows:

   a. PCT(Completion Percentage)=CMP(Completed Passes/ATT(Attempted Passes)→ In cell G7, type =F7/E7

7. Use the AutoFill feature to copy the formula down for PCT for the remaining players.

8. Format cells G7 – G30 as percentages displaying 1 decimal place.

NEW SKILL ▶ 9. Change the shading for cells A5 – G5 to light gray.

10. Bold row 5.

11. Display formulas in your spreadsheet by using <CTRL> + ` to check for accuracy.

12. Carefully proofread your work for accuracy.

13. Save the spreadsheet as QUARTERBACK STATISTICS.

14. Analyze the changes made to the data in the spreadsheet.

15. Set the Print Area to include all cells containing data in the spreadsheet.

16. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.

17. Print a copy of the spreadsheet if required by your instructor.

Quarterback Statistics

INPUT **DATA**

	A	B	C	D	E	F	G
1	Activity 28 Student Name						
2	NFL® 2009 Quarterback Statistics						
3							
4							
5	RANK	PLAYER	TEAM	YDS	ATT	CMP	PCT
6							
7	1	Matt Schaub	Houston Texans	4770	583	396	
8	2	Peyton Manning	Indianapolis Colts	4500	571	393	
9	3	Tom Brady	New England Patriots	4398	565	371	
10	4	Drew Brees	New Orleans Saints	4388	514	363	
11	5	Brett Favre	Minnesota Vikings	4202	531	363	
12	6	Aaron Rodgers	Green Bay Packers	4434	541	350	
13	7	Tony Romo	Dallas Cowboys	4483	550	347	
14	8	Kurt Warner	Arizona Cardinals	3753	513	339	
15	9	Ben Roethlisberger	Pittsburgh Steelers	4328	506	337	
16	10	Jay Cutler	Chicago Bears	3666	555	336	
17	11	Kyle Orton	Denver Broncos	3802	541	336	
18	12	Jason Campbell	Washington Redskins	3618	507	327	
19	13	Eli Manning	New York Giants	4021	509	317	
20	14	Philip Rivers	San Diego Chargers	4254	486	317	
21	15	Joe Flacco	Baltimore Ravens	3613	499	315	
22	16	David Garrard	Jacksonville Jaguars	3597	516	314	
23	17	Matt Hasselbeck	Seattle Seahawks	3029	488	293	
24	18	Carson Palmer	Cincinnati Bengals	3094	466	282	
25	19	Chad Henne	Miami Dolphins	2878	451	274	
26	20	Matt Cassel	Kansas City Chiefs	2924	493	271	
27	21	Donovan McNabb	Philadelphia Eagles	3553	443	267	
28	22	Matt Ryan	Atlanta Falcons	2916	451	263	
29	23	Alex Smith	San Francisco 49ers	2350	372	225	
30	24	Matthew Stafford	Detroit Lions	2267	377	201	

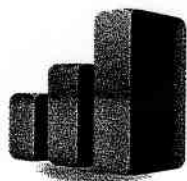Source: www.nfl.com/stats

29 M&M'S® Candy

Activity Overview

Assume that your instructor has brought in a treat for the entire class – the new pretzel M&M's®. You are handed a bag of 150 multi-colored candies (nice teacher). The only stipulation before you eat them is that you must figure out what fraction of each color you are eating.

The following activity illustrates how spreadsheets can be used to format cells as fractions.

Instructions

1. Create a NEW spreadsheet.

★ *Unless otherwise stated, the font should be 10 point Arial.*

2. Type the data as shown.

3. Bold cell A2 and change the font size to 20 point.

4. Bold, underline, and center row 5 and change the font size to 12 point.

5. Format the width of column A to 20.0 and center align.

6. Format the width of column B to 18.0 and center align.

7. Format the width of column C to 23.0 and center align.

8. Format the width of column D to 10.0 and center align.

[NEW SKILL] ▶ 9. Format column D as fractions, up to 1 digit.

10. Carefully proofread your work for accuracy.

11. Save the spreadsheet as M&MS CANDY.

12. Analyze the changes made to the data in the spreadsheet.

13. Set the Print Area to include all cells containing data in the spreadsheet.

14. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.

15. Print a copy of the spreadsheet if required by your instructor.

M&M'S® Candy

INPUT **DATA**

	A	B	C	D
1	Activity 29 Student Name			
2	M&M's®			
3				
4				
5	Color	Number in Bag	Total Candy in Bag	Fraction
6	Blue	25	150	0.17
7	Green	19	150	0.13
8	Brown	17	150	0.11
9	Orange	16	150	0.11
10	Red	20	150	0.13
11	Purple	24	150	0.16
12	Black	29	150	0.19

30 NBA® Standings

New Skills

1. Insert and delete rows.

Activity Overview

The National Basketball Association® (NBA®) is one of the most popular professional sports leagues in the world! It is estimated that the American game is now played by more than 250 million people worldwide in an organized fashion, as well as by countless others in "pick-up" games.

In the regular season, each NBA® team plays 82 games, which are divided evenly between home and away games. Schedules are not identical for all teams. A team faces opponents in its own division four times a year, teams from the other two divisions in its conference either three or four times a year, and teams in the other conference two times each.

The following activity illustrates how newspapers use spreadsheets to list the NBA® Standings so sports enthusiasts can see how their favorite teams are doing as compared to other teams in the NBA®.

Instructions

1. Create a NEW spreadsheet.

★ *Unless otherwise stated, the font should be 10 point Arial.*

2. Type the data as shown.

NEW SKILL ▶ 3. Delete rows 5 and 28 simultaneously (**Hint:** Click and hold <CTRL> to select both rows).

NEW SKILL ▶ 4. Insert a row above EASTERN CONFERENCE.

5. Format the width of column A to 26.0 and columns B – E to 8.0.

6. Bold row 2 and change the font size to 16 point.

7. Bold rows 5 and 27 and change the font size to 14 point.

8. Bold rows 6, 13, 20, 28, 35, and 42 and change the font size to 12 point.

9. Compute the formula for PCT (Percentage Won) for the first game as follows:

   a. PCT(Percentage Won)=W/(W+L) →(**Note:** W=Wins, L=Losses) In cell D7, type =B7/(B7+C7)

   b. In cell D7, type =B7/(B7+C7)

★ *Note: You will compute the GB (Games Back) column in Activity 49.*

10. Copy and paste the PCT formula in cell D7 for the remaining teams in each division in column D.

11. Format column D as numbers displaying 3 decimal places.

12. Center align columns B – E.

13. Display formulas in your spreadsheet by using <CTRL>+ ` to check for accuracy.

14. Carefully proofread your work for accuracy.

15. Save the spreadsheet as NBA STANDINGS.

16. Analyze the changes made to the data in the spreadsheet.

17. Set the Print Area to include all cells containing data in the spreadsheet.

18. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.

19. Print a copy of the spreadsheet if required by your instructor.

30

NBA® Standings

INPUT **DATA**

	A	B	C	D	E
1	Activity 30 Student Name				
2	NBA® Standings		2009-2010 Division Standings		
3					
4	EASTERN CONFERENCE				
5					
6	ATLANTIC DIVISION	W	L	PCT	GB
7	Boston Celtics	50	32		
8	Toronto Raptors	40	42		
9	New York Knicks	29	53		
10	Philadelphia 76ers	27	55		
11	New Jersey Nets	12	70		
12					
13	CENTRAL DIVISION	W	L	PCT	GB
14	Cleveland Cavaliers	61	21		
15	Milwaukee Bucks	46	36		
16	Chicago Bulls	41	41		
17	Indiana Pacers	32	50		
18	Detroit Pistons	27	55		
19					
20	SOUTHEAST DIVISION	W	L	PCT	GB
21	Orlando Magic	59	23		
22	Atlanta Hawks	53	29		
23	Miami Heat	47	35		
24	Charlotte Bobcats	44	38		
25	Washington Wizards	26	56		
26					
27	WESTERN CONFERENCE				
28					
29	NORTHWEST DIVISION	W	L	PCT	GB
30	Dallas Mavericks	55	27		
31	San Antonio Spurs	50	32		
32	Houston Rockets	42	40		
33	Memphis Grizzlies	40	42		
34	New Orleans Hornets	37	45		
35					
36	PACIFIC DIVISION	W	L	PCT	GB
37	Denver Nuggets	53	29		
38	Utah Jazz	53	29		
39	Portland Trailblazers	50	32		
40	Oklahoma City Thunder	50	32		
41	Minnesota Timberwolves	15	67		
42					
43	SOUTHWEST DIVISION	W	L	PCT	GB
44	L.A. Lakers	57	25		
45	Phoenix Suns	54	28		
46	L.A. Clippers	29	53		
47	Golden State Warriors	26	56		
48	Sacramento Kings	25	57		

Verizon Wireless®

31

1. Use the absolute cell reference in a formula.

Activity Overview

Verizon Wireless® operates the nation's largest and most reliable wireless voice and 3G network. Headquartered in Basking Ridge, N.J., Verizon Wireless® is a joint venture of Verizon Communications® and Vodafone®. A leader in wireless voice and data services, the company built the nation's first wide-area wireless broadband network, delivered the nation's first wireless consumer 3G multimedia service, and launched the most comprehensive mobile music service in the world. As of October 2010, they service 99.7 million customers and have 79,000 employees.

The following activity illustrates how spreadsheets can be used to calculate percentage of sales for each Smartphone purchased with a two-year contract as it relates to the total sales for the week.

Instructions

1. Create a NEW spreadsheet.

 ★ *Unless otherwise stated, the font should be 10 point Arial.*

2. Type the data as shown.

3. Bold cell A2 and change the font size to 16 point.

4. Bold and underline rows 12 and 35.

5. Bold cell E11.

6. Format the width of column A to 35.0 and left align.

7. Format the width of columns B – D to 15.0 and right align.

8. Format cells B14 – D35 as numbers displaying 2 decimal places with a comma separator.

9. Format the width of column E to 15.0 and right align.

10. Format cells E14 – E35 as percentages displaying 2 decimal places.

11. Compute the total for column B, SALES→ In cell B35, type **=SUM(B14:B33)**

12. Compute the formulas for the first Smartphone as follows:

 a. TAX=8.625%*SALES→ In cell C14, type **=8.625%*B14**

 b. TOTAL=SALES+TAX→ In cell D14, type **=B14+C14**

 NEW SKILL ▶ c. % OF SALES=SALES/TOTAL SALES→ In cell E14, type **=B14/B35**

 ★ *Note: The dollar signs in the % OF SALES formula generates the absolute cell reference.*

13. Use the AutoFill feature to copy the formulas down for the remaining Smartphones.
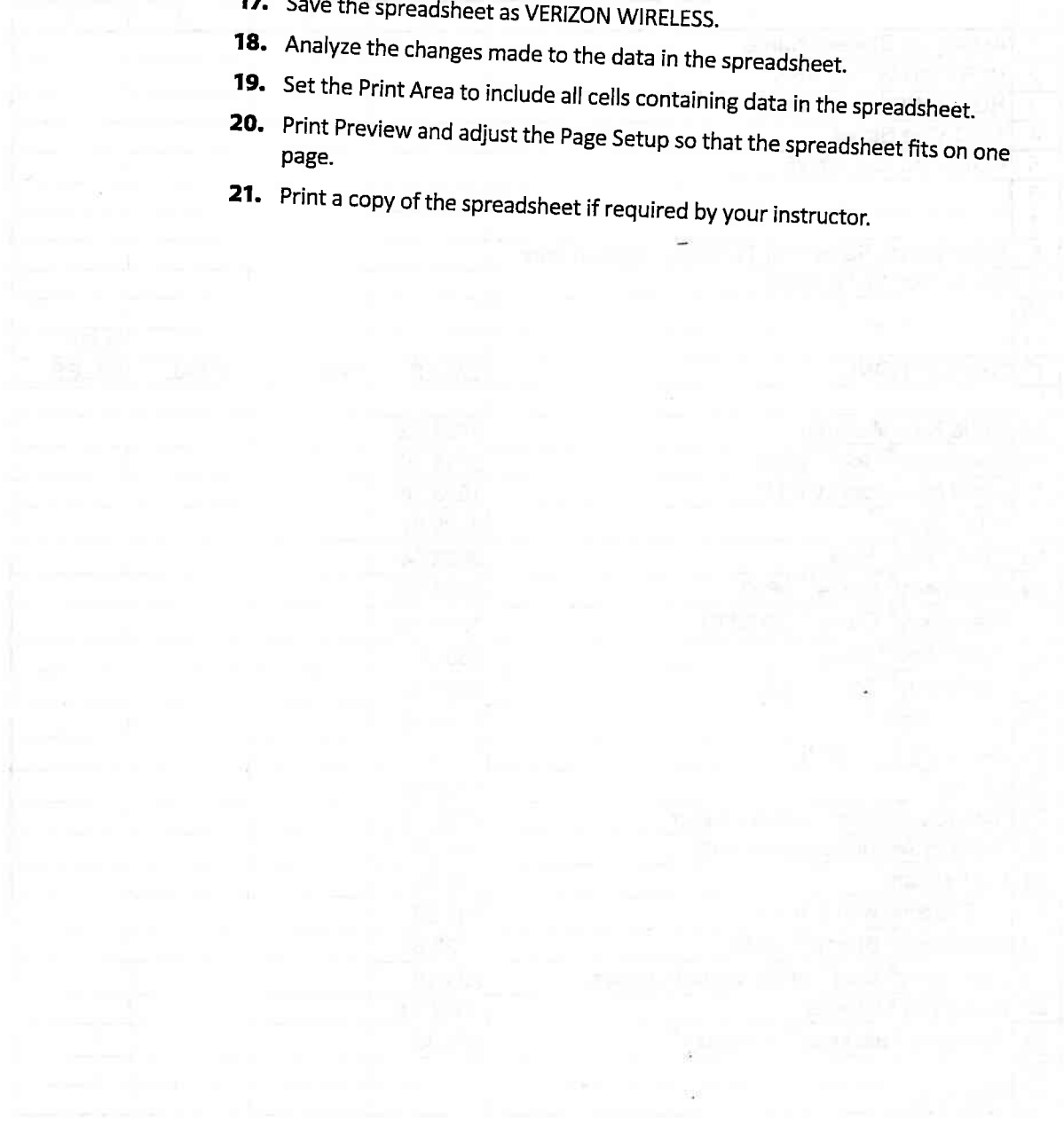
14. Enter formulas to total columns C – E.

Verizon Wireless®

15. Display formulas in your spreadsheet by using <CTRL> + ` to check for accuracy.

16. Carefully proofread your work for accuracy.

17. Save the spreadsheet as VERIZON WIRELESS.

18. Analyze the changes made to the data in the spreadsheet.

19. Set the Print Area to include all cells containing data in the spreadsheet.

20. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.

21. Print a copy of the spreadsheet if required by your instructor.

Verizon Wireless®

INPUT **DATA**

	A	B	C	D	E
1	Activity 31 Student Name				
2	VERIZON WIRELESS®				
3	HOLLYWOOD AT VINE				
4	1503 Vine Street				
5	Hollywood, CA 90028				
6					
7					
8	Smartphone Sales with Two-Year Agreements				
9	December 13-19, 2010				
10					
11					% OF
12	SMARTPHONE	SALES	TAX	TOTAL	SALES
13					
14	Droid X by Motorola	3729.52			
15	Blackberry® Bold™ 9650	2718.36			
16	Droid Incredible by HTC	1893.18			
17	HTC Ozone™	2129.67			
18	Palm® Pixi™ Plus	2818.04			
19	Blackberry® Curve™ 8630	3391.12			
20	Blackberry® Curve™ 3G 9330	1926.56			
21	Palm® Pre™ Plus	986.33			
22	Blackberry® Tour™ 9630	1897.12			
23	HTC Imagio™	1349.55			
24	Samsung Omnia® II	772.02			
25	LG Ally™	1429.86			
26	Motorola Devour™ with Motoblur™	1383.12			
27	Droid by Motorola (preowned)	346.18			
28	LG Fathom™	532.25			
29	HTC Ozone with TALKS™	989.99			
30	Blackberry® Storm2™ 9550	1723.82			
31	Blackberry® Bold™ 9650 without camera	229.18			
32	Droid 2 by Motorola	1009.18			
33	Samsung Fascinate™ a Galaxy™	879.45			
34					
35	TOTALS				

Source: verizonwireless.com

32 Music Sales in U.S.

Activity Overview

In 2008 and 2009, music sales in the United States exceeded $1.5 billion making it five consecutive years that music sales had exceeded $1 billion. Digital music accounted for forty percent of the 2009 music purchases. There's a lot of competition among the online music stores, and Napster, Zune Marketplace, Amazon MP3, Nokia Music Store, Tune Tribe, and the other online music stores have very steep competition from iTunes. Apple's first quarter 2010 report showed that iTunes had cornered 70% of the digital download market, leaving its many competitors behind in the digital dust.

The following activity illustrates how spreadsheets can be used to list 2009 and 2008 album sales by genre in the United States and calculate the percentage of change in sales.

Instructions

1. Create a NEW spreadsheet.

* *Unless otherwise stated, the font should be 10 point Arial.*

2. Type the data as shown.

3. Bold cell A2 and change the font size to 14 point.

4. Bold and underline row 4.

5. Bold row 18.

6. Format the width of column A to 30.0 and left align.

7. Format the width of columns B and C to 15.0 and right align.

8. Format the width of column D to 15.0 and center align.

9. Format cells B5 – C18 as currency displaying 0 decimal places and the $ symbol.

10. Format cells D5 – D16 as percentages displaying 1 decimal place.

11. Compute the formula for the first genre as follows:

    a. PERCENTAGE OF CHANGE=2009 SALES-2008 SALES/2008 SALES –> In cell D5, type =(B5-C5)/C5

12. Use the AutoFill feature to copy the formula down for the remaining genres.

NEW SKILL ▶ 13. Change the font color of cells D5 – D16 to red.

14. Enter formulas to calculate the TOTAL for columns B and C.

15. Display formulas in your spreadsheet by using <CTRL> + ` to check for accuracy.

16. Carefully proofread your work for accuracy.

Music Sales in U.S.

32

17. Save the spreadsheet as MUSIC SALES IN U.S.

18. Analyze the changes made to the data in the spreadsheet.

19. Set the Print Area to include all cells containing data in the spreadsheet.

20. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.

21. Print a copy of the spreadsheet if required by your instructor.

INPUT **DATA**

	A	B	C	D
1	Activity 32 Student Name			
2	U.S. ALBUM SALES BY GENRE			
3				
4	GENRE	2009 SALES	2008 SALES	% OF CHANGE
5	Alternative	68,195,000	80,919,000	
6	Christian/Gospel	27,822,000	29,793,000	
7	Classical	12,140,000	13,323,000	
8	Country	46,130,000	47,657,000	
9	Jazz	11,779,000	11,791,000	
10	Latin	16,496,000	25,125,000	
11	Metal	38,734,000	50,476,000	
12	New Age	2,354,000	2,943,000	
13	R&B	69,889,000	77,014,000	
14	Rap	26,441,000	33,410,000	
15	Rock	124,164,000	139,666,000	
16	Soundtrack	18,980,000	20,847,000	
17				
18	TOTAL			

Top 10 Candy Bars

New Skills
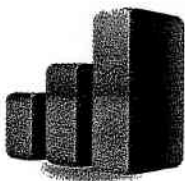
1. Insert columns.
2. Move columns.

Activity Overview

If you're a certified chocoholic, then you know what your favorite brand of chocolate bar is. The top 10 chocolate bars listed have sustained their ranking for several years now and have been popular since the early 1900s. Their positions have varied on the list during recent years; that is why companies regularly come up with different ways to promote their chocolates just to hold onto their position as one of the top 10 chocolates in the United States. Many online wholesalers market all of these candy bars in bulk, making the cost per unit lower and the savings "oh so sweet" to their customers.

The following activity illustrates how spreadsheets can be used to list the top 10 bestselling chocolate bars and the average savings for purchasing through various online distributors.

Instructions

1. Create a NEW spreadsheet.

★ *Unless otherwise stated, the font should be 10 point Arial.*

2. Type the data as shown.

3. Bold cell A1 and change the font size to 18 point.

4. Format the width of column A to 10.0.

5. Center align cells A5 – A14.

6. Format the width of column B to 25.0 and center align.

7. Format the width of columns C – G to 22.0 and center align.

8. Center align, bold, and underline row 4.

9. Format cells C5 – E14 as currency displaying 2 decimal places and the $ symbol.

10. Use the AutoFill feature to complete the numbering sequence in column A to RANK the candy bars.

11. Compute the formulas for the first candy bar as follows (assume the average discount is 15%):

    a. WHOLESALE DISCOUNT=36 COUNT PRICE*15% →In cell D5, type =C5*15%

    b. WHOLESALE PRICE=36 COUNT PRICE-WHOLESALE DISCOUNT →In cell E5, type =C5-D5

12. Use the AutoFill feature to copy the formulas down for the remaining candy bars.

Excel It!

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Top 10 Candy Bars

NEW SKILL ▶ **13.** Insert a column between column B, CANDY BAR NAME, and column C, 36 COUNT PRICE. Then, move the CALORIE COUNT column to the newly created column and change the column width to 18.0. The CALORIE COUNT data should now be in column C.

14. Insert a header that shows:

    a. Left Section   Activity 33-Student Name

    b. Center Section   TOP 10 CANDY BARS

    c. Right Section   Current Date

15. Insert a footer that shows:

    a. Center Section   PAGE Number

16. Display formulas in your spreadsheet by using <CTRL> + ` to check for accuracy.

17. Carefully proofread your work for accuracy.

18. Save the spreadsheet as TOP 10 CANDY BARS.

19. Analyze the changes made to the data in the spreadsheet.

20. Set the Print Area to include all cells containing data in the spreadsheet.

21. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page. Set the Page Orientation to Landscape

22. Print a copy of the spreadsheet if required by your instructor.

Top 10 Candy Bars

INPUT **DATA**

RANK	CANDY BAR NAME	36 COUNT PRICE	WHOLESALE DISCOUNT	WHOLESALE PRICE	DATE INTRODUCED	CALORIE COUNT
	TOP 10 CANDY BARS					
RANK	CANDY BAR NAME	36 COUNT PRICE	WHOLESALE DISCOUNT	WHOLESALE PRICE	DATE INTRODUCED	CALORIE COUNT
1	Snickers®	32.95			1930	280
2	Reese's Peanut Butter Cups®	27.18			1923	260
3	Kit Kat®	33.79			1935	210
4	Butterfinger®	31.50			1923	270
5	Milky Way®	32.28			1923	260
6	3 Musketeers®	28.82			1932	260
7	Baby Ruth®	31.15			1920	280
8	M&Ms®	32.75			1941	240
9	Oh Henry®	33.22			1921	260
10	Hershey Bar®	29.95			1900	270

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