Additional Exercise 3 Solution

Task 1 - Your spreadsheet should be saved with the filename **shopsales** and the printed document (or print preview) should look like:

Check Items has been centre aligned

Make sure a new column has been added with the label Actual Income

Make sure you have made the columns wide enough so you can read all of the data

Promotional Items Sold to Date

Items	Price	Actual	Target	Actual Income	Projected Income
Magazines	£1.25	428	500	£535.00	£625.00
Pens	£0.60	4320	5000	£2,592.00	£3,000.00
Bookmarks	£1.10	12	250	£13.20	£275.00
Key rings	£1.50	55	150	£82.50	£225.00
Mousemats	£2.99	1128	3000	£3,372.72	£8,970.00
Sticky Notes	£1.49	3999	4250	£5,958.51	£6,332.50
			Total:		£19,427.50

Make sure there is a single outside border around the column labels

Check the cells below Items are left-aligned

Check formula has been entered as =B4*C4 and has been copied correctly to the rows below

Check Price, Actual Income and Projected Income figures are set to currency with 2 decimal places

Check page orientation is landscape

Check all numeric data is right-aligned

Make sure your name and an automatic filename are added in the footer

Learner Name

shopsales

Task 2 - Your first spreadsheet should be saved with the filename **shopnew** and the printed document (or print preview) should look like:

Promotional Items Sold to Date					
Items	Price	Actual	Target	Actual Income	Projected Income
Magazines	£1.25	428	500	£535.00	£625.00
Pens	£0.60	4320	5000	£2,592.00	£3,000.00
Bookmarks	£1.10	12	250	£13.20	£275.00
Mousemats	£3.10	1128	3000	£3,496.80	£9,300.00
Sticky Notes	£1.49	4025	4250	£5,997.25	£6,332.50
			Total:	£12,634.25	£19,532.50

Make sure gridlines have been set to print out

Check the entire row for Key rings has been deleted

Check the Price for Mousemats has been changed to 3.10

Check the Sticky Notes Actual value has been changed to 4025

Check the SUM function has been entered correctly: =SUM(E4:E8)

Check the Total figure is displayed as currency to 2 decimal places

Check the page orientation is landscape

Learner Name shopnew

Task 2 – your second spreadsheet should be saved with the filename **shopform** and the printed document (or print preview) should look like:

	A	B	C	D	E	F
1	Promotional Items Sold to Date					
2						
3	Items	Price	Actual	Target	Actual Income	Projected Income
4	Magazines	1.25	428	500	=B4*C4	=B4*D4
5	Pens	0.6	4320	5000	=B5*C5	=B5*D5
6	Bookmarks	1.1	12	250	=B6*C6	=B6*D6
7	Mousemats	3.1	1128	3000	=B7*C7	=B7*D7
8	Sticky Notes	1.49	4025	4250	=B8*C8	=B8*D8
9				Total:	=SUM(E4:E8)	=SUM(F4:F8)

Make sure gridlines and row and column headings are displayed

Check formulas are displayed and columns are wide enough to read all data in full

Make sure the page orientation is landscape and all data fits on one page

Learner Name shopform