ADDITIONAL EXERCISE 5

Scenario
You work in the administration department of a furniture store. You have been asked to create some spreadsheets for your manager.

TASK 1

Your manager has asked you to find out how many small items are listed in the current list of products.

1. Open the spreadsheet **small**.

2. a. Sort the data in ascending order of **Price**.

   b. Filter the data to find all products with a Price less than or equal to £25.00, where:

      Price is **less than or equal to 25**

3. Using the filtered data count the number of products where the Price is less than £25.00.

   a. In the cell below the column label **Small Items** use a function to count the number of products which have a price of less than or equal to £25.00.

4. Save the spreadsheet with the filename **small2**.

Task 2

You will need the spreadsheets **june** and **product**. Your manager has asked you to link the spreadsheets together so that she has the data she needs in one spreadsheet.

1. Open the spreadsheet **june.**

2. In the **june** spreadsheet, in the cell immediately to the right of the label **Total Net Income**, use a formula to calculate the total **Net Income** from the **product** spreadsheet.

   This figure is calculated by adding all the figures in the **Net Income** column in the **product** spreadsheet.

3. Save the **june** spreadsheet with the filename **june2**.

4. Close the **june** and **product** spreadsheets.