

Writing Formula

Follow the instructions below to set up a Spreadsheet page that includes formula for working out the total cost, sale price and profit for your shop items..

1. Open a new excel workbook.
2. In cell A1 put the heading: Item.
3. In cell B1 put the heading: Selling price
(you may need to extend the width of the column by pulling the line between the B and the C in the grey cells at the top).
4. In cell C1 put the heading: Cost price.
5. In cell D1 put the heading: Quantity to order.
6. In cell E1 put the heading: Total cost price
7. In cell F1 put the heading: Total possible sale amount
8. In cell G1 put the heading: Total possible profit.
9. Create a table with column and header borders – using the border tool.
10. Make each column wider and deeper with a bold font and then colour fill each header to make it stand out.
11. In column A, enter the names of the items you intend to sell.
12. In column B, write the sales price of the items.
13. In column C write place a formula for the cost price (in shops this is usually around 50%). This formula would be the selling price divided by 2 to show 50%.
14. In column D, write how many you intend to order.
15. In cell E2, place a formula in each cell that multiplies the quantity ordered by the cost price. Repeat for each cell in that column.
16. In cell F2, place a formula in each cell that multiplies quantity ordered by selling price. Repeat for each cell in that column.
17. In cell G2, place a formula in each cell that subtracts the cost price from the selling price to show profit made. Repeat for each cell in that column.
18. Place another box at the bottom of column D, with a formula that adds up all the totals in the rest of the column above it. This figure will NEVER be allowed to exceed a certain amount when you start to fill in your purchases.
19. Finally, place another box at the bottom of column G, with a formula that adds up all the totals in the rest of column G : this will give you your total possible profit.

Well done if you have completed the formula challenge.