

Spreadsheets Exercise 2

Formatting Cells

A store keeps a record of each item it sells for a day, and it needs to know the Total Sales for each item, and the Total Sales for the day. Create the following worksheet and format the cells appropriately.

	A	B	C	D	E	F
1	DISCOUNT WHOLESALERS					
2						
3		Daily Sales				
4						
5		July 28, 2025				
6						
7		ITEM	QUANTITY SOLD	SELLING PRICE	TOTAL SALES	
8		Hair Drier	1	\$32.50		
9		Toaster	3	\$4.95		
10		Kettle	2	\$30.00		
11		Radio	5	\$5.00		
12			TOTAL SALES:			
13						

- 1 Use formulas to calculate the total sales for each item. For example:
at cell D8: `=B8*C8`
- 2 Use a **SUM** formula to calculate the total sales for the day in cell D12.
- 3 Save your file under an appropriate name.
- 4 On a different day (July 29) the following sales were made:

3	HAIR DRIERS	4	KETTLES
1	TOASTER	2	RADIO
- 5 Make these changes to your worksheet and save it under a different name.